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MONTANA PERSONNEL PERSPECTIVES

Number 11
Volume V

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January 1986

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NUMBER OF MOTHERS WORKING OUTSIDE THE HOME CONTINUES TO INCREASE

Women with children who are not old enough to attend regular school are participating in the labor force in record numbers, according to a survey by the Labor Department's Bureau of Labor Statistics. The total number of women in the job market with children under age 6 rose to 8.2 million in March 1985, up 200,000 over the figure compiled in 1984. The survey covered 59,000 households nationwide and categorized women according to race and the ages of their children. (Labor Force Activity of Mothers of Young Children Continues at Record Pace, USDL 85-381, Bureau of Labor Statistics, Washington, D.C. 20212).

According to Bureau of Labor Statistics, one half of all mothers with children under age 3 were either working or looking for work in 1985. Only one-third of women with children this age were in the job market in 1975. The survey also indicates that 60% of the mothers of children between the ages of 3 and 5 were in the labor force in 1985, up from 45% in 1975. In addition, 8 million women with children between the ages of 6 and 13 were in the job market in 1985. The BLS survey points out that even older children of working mothers frequently require some form of adult care or supervision before or after school.

Using a broader category, the survey also reveals that the total number of working mothers with children under 18 rose to 20 million in 1985 - an increase of almost 500,000 over the 1984 figure. Additionally, black mothers were more likely than white mothers to be in the job market, but the difference was relatively small. There was practically no gap in the percentage of blacks and white women in the workforce with children between the ages of 6 and 17, and only a 5% difference in the participation rates of black and white mothers of preschoolers. The survey notes that labor force participation by Hispanic mothers was well below that for either black or white mothers.

EEOC FILES LARGE NUMBER OF JOB BIAS SUITS IN 1985

The Equal Employment Opportunity Commission filed 411 court actions during fiscal year 1985, the highest number since 1982, and recovered $54 million in monetary benefits on behalf of victims of job discrimination, according to reports released on December 2, 1985, by the Commission.

Of the total number of court cases filed, 96 were age discrimination suits, the most ever filed by the agency under the Age Discrimination in Employment Act. Of the 72,002 employment discrimination charges received by the Commission during the fiscal year, 63,567 cases were resolved through determination on the merits, negotiated settlements, conciliations and other administrative processes.

The enforcement policy of the Commission adopted last year, to achieve "certainty and predictability" in law enforcement, was credited with resulting in the highest number of litigation recommendations since 1982.

INCENTIVE AWARD RULES CHANGED

The state incentive awards rules were changed effective January 17, 1986, to resolve various administrative problems which were identified by the incentive awards advisory council, the program administrator, and agency personnel officers. The new rules also increase the maximum award for a successful suggestion from $500 to $1,500. The increase was approved by the 1985 Legislature.

The State Personnel Division has designed a new poster, informational material, and a suggestion application form to promote the state's Incentive Awards Program.

Copies of the updated rules and the promotional material will be distributed to all state agencies during January. If you have questions or need additional material, call Joe Michaud at 444-3887, or Vi Pigman at 444-3809.

PROBATION RULES ADOPTED FOR STATE EMPLOYEES

Administrative rules on probation for state employees became effective December 27, 1985. The rules, which were adopted by the Department of Administration, have been distributed to all holders of the Montana Operations Manual, Volume III.

While individual agencies have had policies and procedures on probation, both management and employees have expressed an interest in having administrative rules in this area so that treatment of employees could be consistent.

The rules contain a policy and objectives statement, definitions, and rules on permanent status, on probationary period, on extension of the probationary period, on discharge of a probationary employee, on promoted or reassigned employee, on a transferred employee and a closing rule.

The rules define the probationary period as, "a trial period established by an agency when an employee is newly hired or transferred into a permanent or seasonal position to assess the employee's abilities to perform job duties; to assess the employee's conduct on the job, and to determine if the employee should be retained beyond the probationary period and attain permanent status."

By attaining permanent status, provisions of a number of administrative rules will cover the employee, including those on discipline handling, grievances and reduction-in-work force.

For additional information about this new policy, call your agency personnel officer, Gale Kuglin, 444-3984, or Barb Charlton 444-3789.

CORRECTION

In the December Issue, there was an error in the article on Holiday Observances. Labor Day is observed on Monday, September 1.

DISABILITY/MATERNITY POLICY PROPOSED

In 1980 the Department of Administration repealed the Maternity Leave Rules then in effect, because portions of the rules were in conflict with state and federal law. In the interim disability and maternity cases have been administered by relying on the other existing types of leave. Concern has been expressed that there be consistency in the administration of disability and maturity cases. As a result of that concern, the State Personnel Division has drafted a disability/maternity policy and has distributed it for review.

In January, 1985, the State Personnel Division surveyed state agencies to determine what the practice has been regarding maternity leave. Following this survey, a task force of seven members was assembled to begin drafting rules which would provide some consistency in the management of disability and maternity and the leave necessary in these cases. The task force members are: Ken Cottrill, Military Affairs; Hiram Shaw, Workers' Compensation Division; Nina Drake, Revenue; Barb Kain, Administration; Anne McIntyre, Human Rights Division; Robin Anlian, Interdepartmental Coordinating Committee for Women; and Barb Charlton, State Personnel Division. The draft policy is the result of the work of this task force.

Interested persons are asked to comment on this policy by February 7.

A Personnel Policy Network meeting has been scheduled for 9 a.m., Tuesday February 25, 1986, in Room 136, State Personnel Division Conference Room, Mitchell Building, to discuss the proposed policy.

For further information or a copy of the proposed policy, call Barb Charlton at 444-3789.

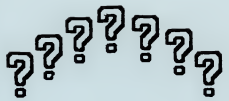
PDC CLASSES HIGHLIGHTED

Women in Management, conducted by Vondene Hopkins of SRS will be held in the Ponderosa Inn, Billings, February 6. This workshop is aimed at women who are new to, or preparing for, first line or mid-management positions. Cost is $55.00.

Managing Conflict, led by John Moore of the Professional Development Center, will be conducted in the Outlaw Inn, Kalispell, February 11. This course emphasizes negotiation skills in solving conflicts and problems. Cost is $55.00.

"The One Minute Manager" by Ken Blanchard is a best seller, and in February, two classes will be held based on that book. The first is the One Minute Manager to be held from 10:00 a.m. to 3:00 p.m. in the Glacier Room, Montana Training Center, Department of Natural Resources and Conservation building on February 6. On February 26, Building One-Minute Manager Skills, will be held from 10:00 a.m. - 3:00 p.m. in the Glacier Room, Montana Training Center. Both courses, conducted by John Camper of the Professional Development Center, offer a simple and effective method for managing work and employees. Cost of the seminars is $45.00 each.

If you would like additional information or want to enroll for these or other seminars conducted by the Professional Development Center, call 444-3985 or 444-3774.



POLICY PURSUIT

QUESTION:

"It's hard to believe that summer is coming up again," Bob says to his supervisor Beth. "I'd really like to change my hours starting in May to 6:30 a.m. to 3:00 p.m. Is that okay with you?" Beth is unsure. "I'll have to check with the personnel officer and get back to you on that," she tells Bob.

(See page 4.)

STAFF CHANGES

Joan Sieffert and Linda Dixon are the new Personnel Specialist II's in the Classification Bureau.

Ms. Dixon was previously employed by Montana State University Personnel Service and Ms. Sieffert was previously employed by the Pennsylvania Department of Transportation and Pennsylvania State Police as a Personnel Analyst.

Ms. Sieffert's telephone number is 444-3805 and Ms. Dixon's number is 444-3808.

3 FEBRUARY	*Principles of Mgt* 4 *Controls*	*Essentials of Mgt* 5 *Evaluating*	One Minute Mgr. 6 Women in Management -Billings-	Windmills 7
10	*P.O.M.Programs* 11 Conflict Management - Kalispell -	12 LINCOLN'S BIRTHDAY	Making SBAS work for you. 13	14
17 WASHINGTON'S BIRTHDAY	*Essentials of Mgt - Controlling* 18	*Principles of Mgt Budgets* 19 Transforming Work	Approaching 20 Supervision	21
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POLICY PURSUIT

ANSWER:

Beth's personnel officer will refer her to the agency's policy on Alternate Work Schedules in order to answer her question. If there isn't an agency policy, the personnel officer will go to the Montana Operations Manual, Volume III to find the Alternate Work Schedule Policy (Policy 3-0220).

This policy states that implementation of alternate work schedules in an agency work unit is at the agency's discretion. Nothing in this policy limits the authority of the agency to establish or change work schedules as necessary for the successful operation of agency programs.

When deciding whether to approve an employee's request, the supervisor or agency would usually consider the following factors:

1. Will there be adequate coverage during core hours, for example 9:00 a.m. to 3:30 p.m. or 9:30 a.m. to 4:00 p.m.?

2. Do the employee's duties require him or her to be present to assure coverage of essential functions during regular work hours, such as receptionist duties, which are contingent on an 8:00 a.m. to 5:00 p.m. schedule? In addition, do the employee's duties require him or her to provide assistance to persons outside the agency who would expect to contact the employer during regular business hours?

3. Do the employee's duties require considerable or frequent interaction with other employees in order to perform required tasks?

4. If the employee is a supervisor, is there adequate supervisory coverage for the work unit; if not, has alternate supervision been approved?

For further information about Alternate Work Schedules, call your agency personnel officer or Gale Kuglin, 444-3984, or Barb Charlton, 444-3789.

HEALTH PROMOTION WEEK SCHEDULED

Health Promotion Week has been scheduled the week of May 12. Numerous activities are being planned. Information concerning specific events and times will be distributed in the near future. For additional information, call Mike Arnold, 444-3946.

SMOKING CESSATION CLASSES AVAILABLE TO ALL EMPLOYEES

Smoking cessation and other health related classes can be made available to employees anywhere in the state. For example employees of the Department of State Lands in the Kalispell area have requested smoking cessation classes, which are tentatively scheduled for late February.

If you have a need for health related classes or information, please call Mike Arnold, Labor Relations and Employee Benefits Bureau, 444-3946.

SOCIAL SECURITY (FICA) RATE INCREASE

1986 paychecks will reflect an increase in social security (FICA) taxes withheld. The 1986 rate is 7.15%, up from 7.05% in 1985. An employee earning a gross salary of $1,000 biweekly will see his/her net pay reduced $1 per paycheck.

The higher paid employee will see an even greater increase in social security taxes paid, since the social security tax base has been increased to $42,000 from $39,600 in 1985. For those earning $42,000 or more annually, the maximum social security tax in 1986 is $3,003, up from $2,792 in 1985. More than 80% of this $211 social security tax increase results from increasing the tax base.

For further information call Joe Michaud at 444-3887.

Montana Personnel Perspectives is published monthly by the Department of Administration, State Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the State Personnel Division, Mitchell Building, Helena, Montana (444-3871).

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DEFERRED COMPENSATION 1986

The State of Montana Deferred Compensation Program (DCP) is a voluntary benefit program through which employees of the State elect to save part of their state income on a pre-tax basis. This differs from other savings deductions because state and federal taxes are not withheld from these funds. Taxes are not paid on money saved through DCP until the money is actually received by a participant or his beneficiary.

Deferred Compensation allows a participant to shift part of his income and the taxes due on that income to the time of his retirement or some other future period. In most cases, the money is to be received at a time when the participant's tax rate is expected to be lower. DCP money can only be withdrawn upon separation from state service or upon proof of an unforeseeable emergency which causes a severe financial hardship to the participant or his legal dependents.

A DCP participant can choose how his deferred income is invested from among eleven investment options and a decreasing term life insurance option. At any time, after providing up to 30 days notice, a participant can change the amounts invested and/or the options to which future deferred income will go. Within limits, participants may move invested money from one investment option to one or more other investment options. The different options are discussed in greater detail in next month's Personnel Perspective.

The total amount of money a participant can defer in any year normally cannot exceed $7,500. Those with annual incomes less than $30,000 have annual deferred limitations less than $7,500, depending on their actual income levels. For those that are near retirement, deferrals in each of the last three years before the year a participant expects to retire without a benefit reduction may be as much as $15,000 under certain circumstances. The minimum deferral is $10 per month for each option selected.

The State Personnel Division, with the assistance of the State Employee Group Benefits Advisory Council, is responsible for overseeing operations of DCP.

Montana Benefits, Inc./G.T. Murray and Company (MBI), of Helena, assists the State Personnel Division in administering DCP. Nationwide Insurance is the current carrier for all selected investment options. The Decreasing-term Life Insurance Option is being offered through North American Life and Casualty.

MBI is assigned to market DCP to state employees, to maintain accounting records on each employee electing to participate, and to advise the State Personnel Division and to recommend favorable changes to be made to DCP.

Example Deferral
Under Deferred Compensation

Assume that an employee with a 30% marginal tax rate (both state and federal) signs up to defer $50 per month. $25 is invested in his name within a few days of each normal pay day. Despite having $25 invested, his take-home pay is only reduced by $17.50 in each normal pay period because of the tax deferral that these plans enjoy. Over the years, having this additional $7.50 invested makes a significant difference in amounts accumulated for retirement or for other purposes. This is especially true as the earnings on amounts deferred continue to exceed the inflation rate as they have with DCP.

A DCP participant cannot avoid paying taxes on amounts deferred or on any resultant earnings. Taxes must be paid when amounts are withdrawn. However, a participant has the full $25 per pay period working for him until retirement, normally at rates higher than inflation. At retirement, income from the state is reduced, thereby reducing tax rates, and additional exemptions can be declared for both husband and wife who are age 65 or over. Thus, DCP works best as investment earnings exceed the inflation rate over a long period of time.

For more information, call Montana Benefits, 444-6398 or Joe Michaud, 444-3887.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF DECEMBER 31, 1985

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 2 Years (Yearly Average)	Percent Asset Value Change in Last 5 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.8	8.9	8.9
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	2.8	5.6	11.4	11.4	11.6
3. Nationwide Fund	Income Stocks	17.0	14.9	35.2	20.2	15.4
4. Seligman Growth Fund	Growth Stocks	16.4	7.9	29.2	9.6	9.3
5. Putnam Investors	Growth Stocks	19.2	8.9	28.0	13.6	11.9
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	16.4	9.4	24.4	9.6	10.8
7. Mutual Investing Money Market Fund	Short-term debt instruments	1.6	3.3	6.9	8.1	10.3
8. Massachusetts Financial High Income Trust Fund	Fixed income securities	5.8	10.9	22.3	13.8	18.8
9. Massachusetts Capital Development Fund	Aggressive growth stocks	13.8	6.8	25.0	6.4	15.0
10. Fidelity High Income Fund	Fixed income securities	6.8	9.6	24.4	17.0	19.0*
11. Fidelity Equity Income Fund	Income stocks	11.1	8.7	23.9	16.7	21.7*
12. Twentieth Century Growth Fund	Aggressive growth stocks	20.9	12.7	32.7	10.3	9.7*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	0.9	1.5	3.6	3.6	4.6
2. Dow Jones Industrial Average	Industrial stocks	16.4	15.8	27.7	12.0	10.9
3. Dow Jones Bond Avg.	Bonds	5.2	5.4	15.6	9.9	6.3
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	1.9	3.7	7.8	8.9	10.8

* - This option was not available to state employees before 1/1/84.

The above information does not represent any particular participant's investment experience nor does it represent future fund performance.

A MONTH OF HOLIDAYS
NO HOLIDAY IN TRAINING

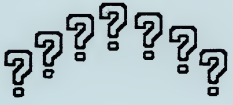
Several excellent training seminars are being offered in February between the two holidays.

MANAGING CONFLICT, 8:30 - 4:30, February 11, Outlaw Inn, KALISPELL. This course focuses on the fact that conflict is inevitable in human relationships. Recognizing this, managers and supervisors need the knowledge and skills to identify and resolve conflict. This seminar can give them those skills. Cost - $55.00.

TRANSFORMING WORK INTO A GROWTH EXPERIENCE, 8:30 - 4:30, February 19, Yellowstone Room, Montana Training Center, DNRC Building. Mary Ellen Campbell of the University of Montana returns to conduct this popular, yet practical, course for secretaries, receptionists and others charged with handling important details for their supervisors. Cost - $58.00.

PREVENTING WRONGFUL DISCHARGE, 8:30 - 4:30, February 27, Yellowstone Room, Montana Training Center, DNRC Building. This newly released course identifies the issues surrounding wrongful discharge litigation and how to avoid them while maintaining an effective discipline process. It is intended for managers and supervisors. Cost - $55.00.

For further information concerning these and other courses offered by the Professional Development Center, see the Winter catalog of courses, contact your personnel representative, or call 444-3985.



POLICY PURSUIT

Question:

"I need to finish one more quarter to get my degree. I've been going nights for several years and now that I'm this close, I'd just like to take time off from work and finish up," Bill tells his supervisor. "I was also wondering if there's any kind of financial assistance I could get from the agency. What do I need to do to find out?" Bill's supervisor, Larry, is unsure. "I'll have to check with the Personnel Office on that," he tells Bill. (see page 7).

PROFESSIONAL DEVELOPMENT CENTER

MARCH 3	*Principles of Mgt* 4 *Special Issues* Supervisory Clinic	*Essentials of Mgt* 5 *Leading*	*Essentials of* 6 *Mgt - Organizing* Interviewing Skills	7
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IN-HOUSE TRAINING IS EMPHASIZED NATIONALLY

According to a recent report released by The Conference Board of New York City, "There is pressure on training departments to provide programs that have noticeable impact on productivity. In this regard, companies are beginning to focus more on worker job descriptions and performance appraisals to assess individual training needs."

This report, entitled Trends in Corporate Education and Training covered 218 large industrial and service organizations nationwide and pointed to significant changes compared to five years ago. The principle changes have been in the method of determining training needs and then assessing the value of the training received.

Corporate training departments have grown as corporations strive to hold training costs down while emphasizing adult education training as a means to increase profits and productivity. More and more corporations are examining ways to offer in-house technical and managerial training as opposed to the more expensive and time-consuming outside training. According to the report, this has meant a focus on training to meet operational and technical needs based on performance appraisals.

The report states that "programs that address obvious work skills can be judged by fairly immediate supervisory input, however training in more complex job skills such as management development programs present formidable evaluation problems." Usually the value of these programs have been based upon feedback by participants, but employers are now looking for feedback from supervisors on participant job performance following training.

The findings of the Trends in Corporate Education and Training come as no surprise in the state of Montana. In-house training has long been a valuable part of the government structure. For example, the Professional Development Center was formed a little over two years ago and since that time has offered more than 150 managerial and supervisory training courses to employees of the state.

These classes have been presented based upon requests and advice received from the Management Development Advisory Council and managers and supervisors at all levels. The goal is to offer high quality training, in state, and at a reasonable cost.

Comments and suggestions are always welcomed either through members of the Management Development Advisory Council, or directly to James Burgess, Director of the P.D.C. at 444-3855. Current members of the Advisory Council are: Gary Blewett, Labor and Industry; Dan Bucks, Revenue; Laurie Ekanger, Administration; Dr. Maureen Fleming, University of Montana; Russell McDonald, Highways; Shirley Miller, Commerce; Sandra Olsen, State Lands; and Dr. Kenneth Weaver, Montana State University, and Mike Lavin, Justice.

SICK LEAVE AND ANNUAL LEAVE RULES REVISED

The State's sick leave and annual leave rules were amended, effective January 31, 1986.

The annual leave rules were revised for the following reasons:

1. To make the method of calculating time toward accelerating annual leave accrual consistent with amendments to 2-18-611 and 612, MCA, approved in House Bill 774 by the 49th Legislature.
2. To restrict an employee who is on lay-off status from actually using annual leave credits during a reduction-in-force preference period.
3. To clarify when prior public service with a school district or the university system should be credited for purposes of accelerating the rate annual leave is earned.

Both the annual and sick leave rules were changed to clarify the hours against which annual vacation leave may be accrued by an employee.

Copies of the updated rules were distributed to all holders of the Montana Operations Manual during the last week of January.

If you have questions or need assistance call Gale Kuglin at 444-3984 or Barb Charlton at 444-3789.

NEW MEMBERS APPOINTED TO GCEH; FIRST MEETING IN 1986 SCHEDULED

Governor Schwinden has appointed five new members to the Governor's Committee on Employment of the Handicapped. They are:

Gary Hendricks of Missoula, who also represents and serves on the Rehabilitative Services Advisory Council. Mr. Hendricks replaces Boyd Peterson who resigned; Vurnie Schaakle of Glasgow, who also represents and serves on the Visual Services Advisory Council. Ms. Schaakle replaces Jerry Baker of Billings who has taken a new job in Billings; Kenneth Luraas of Helena, who is employed with the Montana State AFL-CIO, as Training Coordinator for the Disabled Worker component of Project Challenge - Work again; Mike Batista of Helena. Mr. Batista is employed with the Department of Justice. He replaces Vivian Crabtree who has moved out of state; Gene Huntington, Commissioner of the Department of Labor and Industry, replaces John LaFaver;
the Governor also appointed Blair Ricks of Butte as the new Chairman. Mr. Ricks replaces Lowell Bartels who because of business commitments, stepped down as Chairman. Mr. Bartels will continue as a member; Robert LeMieux of Great Falls will continue to be Vice-chairman. Mr. LeMieux works for the School for the Deaf and Blind.

Other members are: R. Budd Gould of Missoula, who represents the Visual Services Council; Denise Kagie of Butte and Doug Schram of Great Falls, who represent the Developmental Disabilities Planning and Advisory Council; Mark Bowlds of Helena, who represents the Department of Labor and Industry; Jane Benson of Helena, who represents State Agency Personnel. She is Personnel Officer at the Department of Natural Resources and Conservation; Judith Johnson of Helena, who is the Education Representative. She is employed with the Office of Public Instruction.

The first meeting of the committee in 1986 has been scheduled for March 5 at 10:00 a.m. in the new DNRC Building, the Glacier Room. The meeting is open to the public.

For further information, call Linda Rickman at 444-3796.

EEO/AA ANNUAL REPORT TO THE GOVERNOR PUBLISHED

The 1985 EEO/AA Annual Report to the Governor has been published and submitted to the Governor. A copy of the Report has also been sent to all executive branch agencies.

According to the Report, the state government of Montana was successful in improving and advancing employment opportunities for women, minorities and disabled persons in most of the job categories.

While the representation of women in professional jobs rose from 33.1% in 1984 to 36.1% in 1985 program year, their representation in the administrative jobs dropped from 18.1% to 17.3% during the same program year. In both professional and administrative jobs, women continued to be concentrated in the lower pay grades.

The report also indicates increased representation of minorities in state government from 2.9% in 1984 to 3.2% in 1985. Disabled persons' representation in state government has also increased during the program year from 3% to 3.3%.

The report concludes that 1986 will be a pivotal year in Montana state government's commitment to equal employment opportunity. A minor commitment will obviously result in no progress, or at best, many years of slow incremental improvement. A major commitment on the other hand, could result in significant gains that could forward the total elimination of under-representation of women, minorities and disabled persons.

For further information, call Linda Rickman, 444-3796.

AMENDMENTS TO THE FAIR LABOR STANDARDS ACT

In February 1985, the U.S. Supreme Court in Garcia v. SAMTA brought state and local governments under the requirements of the federal wage and hour law. Legislation later amended the federal law's coverage of state and local government employees.

Since the Garcia v. SAMTA ruling, state and local governments in Montana have been covered by two wage and hour laws: the Federal Fair Labor Standards Act and the Montana Minimum Wage Law, 39-3-401, MCA. At the present, these laws have similar requirements so that complying with them both has presented few problems. As of April 15, 1986, the requirements of these two laws will differ markedly in their coverage of state and local government employees.

Where both the federal and the state laws apply, the employer may be responsible for complying with whichever law has the more stringent provisions. After the federal amendments take effect in April, the Montana Minimum Wage Law will place more stringent requirements on public employers than will the Fair Labor Standards Act. While it is not absolutely clear which law applies in Montana, to be on the "safe" side, state agencies should continue to comply with the Montana Minimum Wage Law. This means the amendments to the FLSA allowing the payment of time and one-half compensatory time will not apply to public employees in Montana.

If you have any questions regarding the provisions of the legislation, call Mark Cress at 444-3927.

BENEFITS ADVISORY COUNCIL MEETING

The State Employee Group Benefits Advisory Council met. The State's consultant, Dan Imming from Martin Segal Company, provided a quarterly update on the financial condition of the state's Self-funded Medical, Dental, and Life Plans. The first three months of this plan year, September, October and November saw fewer medical and dental claim dollars paid than the average claims paid last year, even though the average number of eligible participants has increased.

The Life Plan experience is not as good. Premiums for September 1, 1985 through November 30, 1985 were $280,891 while total paid claims were $320,112, for a loss ratio of $114.0%. If the loss ratio is not reduced, it could mean higher life rates in the future.

Also discussed at the meeting were possible future health and dental plan modifications. More information will be available as possible modifications are researched.

For further information, call Mike Arnold, 444-3946.

AN IN-DEPTH EEO/AA DISCUSSION SCHEDULED

The State Personnel Division, EEO Section has scheduled an information session for EEO/Personnel Officers as well as for interested supervisors on the revised EEO Guidelines and on writing and implementing Affirmative Action Plans. The meeting should prove to be very helpful for EEO/Personnel Officers and supervisors in carrying out their EEO responsibilities.

Two sessions have been scheduled for February 20 and 28, from 9:00 a.m. to 12:00 p.m. at the Glacier Room in the new DNRC Building. EEO/Personnel Officers need to attend only one of these two meetings.

If you have any questions regarding the session, call Linda Rickman, 444-3796 or Tewolde Habtemicael, 444-3886.

INCENTIVE AWARDS PRESENTATIONS

On February 5th Governor Ted Schwinden presented cash awards to three state employees for ideas expected to benefit state government.

Mary Pat Brown received a $500 award for suggesting a system of including previously unreported income to reduce welfare assistance payments. This suggestion has already saved the state $5,000. Ms. Brown is an eligibility technician for the Department of Social and Rehabilitation Services in Deer Lodge.

Bob Brady developed a computer program to generate required departmental reports from IBM PC's. Developing computer programs is not one of his normal responsibilities, thus making him eligible for his $495 award. The state stands to save $4,950 in the first year by having this program at their disposal. Brady is a field representative in Glasgow for the Department of Labor and Industry.

William Vollmer suggested ways to promote tourism in Montana and to subsequently increase state revenue. The Department of Commerce recommended some type of recognition for these ideas despite not being able to implement them at the present time due to lack of funding and staff. Vollmer, who received $25 for his suggestion, is an administrator in the Department of Social and Rehabilitation Services in Helena.

A fourth employee, Tom Lindgren, was unable to attend the presentation. Lindgren suggested a vendor charge-back system for making pharmaceutical purchases. The idea saves staff time within the Department of Administration, Purchasing Division. Lindgren is a pharmacist supervisor at the Montana State Hospital in Warm Springs and received $25 for his idea.

Thirty-five state employees have thus far earned monetary awards under this program.

For information, call Joe Michaud, 444-3887, State Personnel Division, Department of Administration.

SICK LEAVE FUND ADVISORY COUNCIL MEETS

A background and information session was conducted for the first meeting of the Sick Leave Fund Advisory Council February 6. The council and other interested groups are reviewing a staff report and will meet again February 21st to discuss the report.

The council members, appointed by Governor Ted Schwinden, are Robert J. Robinson, Chair, Department of Natural Resources and Conservation; Doris E. Siepert, Department of Labor and Industry; Curt Chisholm, Department of Institutions; Linda Skaar, Department of Labor and Industry; Martha Brass, Office of Public Instruction; Richard W. Gilbert, State Auditor's Office; Valencia Lane, Legislative Council; Judith A. Meadows, State Law Library; and Sue Romney, Office of the Commissioner of Higher Education.

A task force of six Personnel Policy Network members has been formed to work with State Personnel in the development of the rules for this program. The task force members are: Debbie Liedle, Workers' Compensation Division, Department of Labor and Industry; Barb Malensek, Department of Labor and Industry; Jean Moffatt, Montana State Hospital; Russ McDonald, Department of Highways; Melva Rude, Department of Health and Environmental Sciences; and Jim Nys, Department of Administration.

For further information about the council and development of the rules to administer the Sick Leave Fund, call Gale Kuglin, 444-3984.

POLICY PURSUIT

ANSWER:

Larry's personnel officer will refer him to the agency's policy on Education and Training. If there isn't an agency policy, the personnel officer will go to the Montana Operations Manual, Volume III, to the Education and Training Policy (Policy 3-0190).

This policy states that employees of the State of Montana are eligible to apply for education and training leave and agency payment of expenses. The policy also states that the granting and extent of education and training leave and agency payment of expenses is at the agency's discretion.

When deciding whether to approve an employee's request for training and education leave and agency payment of expenses, the supervisor or agency would base the decision on a cost/benefit analysis which weighs both direct and indirect costs against the benefits to the agency.

Management should consider the following benefits to the agency when assessing requests for education and training leave and agency payment of expenses:

1. Whether the education or training is necessary to enable the employee to meet agency expectations in accomplishing performance objectives.
2. How likely is it that the education or training will improve the employee's job performance.
3. How likely is it that the education or training will improve performance on potential job duties.
4. To what degree the education or training will contribute to meeting current and future agency goals and objectives.

Management should consider the following costs to the agency when assessing requests for education and training leave and agency payment of expenses:

1. Actual costs of the education or training, including tuition, fees, transportation, per diem, and subsistence allowance, if any.
2. Costs to the agency in time lost by the employee, including loss of the employee's productivity, and other costs such as overtime or compensatory time for other employees and the cost of hiring a temporary replacement.
3. The impact on the agency budget and agency training budget.

Consideration needs to be given to potential future inequities which may result between employees of current equal status when education and training is provided by the agency to some, but not all, similarly situated employees.

In addition to the above policy there is a guide available on education and training, which is also found in the Montana Operations Manual, Volume III.

For further information about Education and Training, call your agency personnel officer or Barb Charlton, 444-3789, Linda Kaiser, 444-3794 or Gale Kuglin, 444-3984.

HEALTH PROMOTION

The focus of Health Promotion Week, May 12-May 16 will be on nutrition and how foods we eat affect the heart. Noon time brown bag sessions will be scheduled along with various screening clinics. More information will be forthcoming.

Now that DNRC has moved into their new building, physical exercise classes will continue. The classes are available to all state employees in the Capitol Complex area. For more information call Mike Arnold at 444-3946.

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MONTANA PERSONNEL PERSPECTIVES

Number 1
Volume VI

March 1986

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DEFERRED COMPENSATION 1986
(Second of a Five-Part Series)

A strong and effective working relationship in the administration of the Deferred Compensation Plan (DCP) has evolved over the past 10 years between:

1. The State Personnel Division.
2. Montana Benefits, Inc./G. T. Murray and Company (M.B.I.), the plan coordinator and marketers.
3. Nationwide, which serves as the primary carrier of the plan's investment options.

This long-term relationship allows Montana's plan to operate more smoothly and effectively than plans in many other states.

All of deferred compensation investment options are with one carrier, Nationwide. This enables movement of invested money among various diversified investment options without doubling administrative charges.

The investment options offered under deferred compensation are a fixed annuity investment option and variable options made up of ten mutual funds.

Fixed Annuity Investment Option

This option guarantees the preservation of the principle amounts invested and future rates of return that are competitive to similar products available in the market.

As of January 1, 1981, this option was divided into Old Money invested prior to that date and New Money invested after January 1, 1981. This was done to increase new participants. In February, 1981, amounts previously invested in the former Savings and Loan Option were transferred to a separate fixed annuity pool. This was done to counterbalance the fact that the yield on this account was significantly below the inflation rate.

The following table compares the annualized rates of return for the various plan options with the U. S. Consumer Price Index.

Annualized Rates of Return

Account	Average 1976-1985	Average 1981-1985	First Quarter 1986	Remaining Quarters 1986*
Old Money	8.30%	8.81%	8.70%	8.70%
New Money	INA	11.61%	11.00%	10.25%
Savings and Loan Money	8.16%**	11.06%	11.00%	10.95%
Weighted Average All Fixed Money	8.84%	10.10%	INA	INA
Weighted Average All Variable Accounts	13.95%	16.10%	INA	INA
Consumer Price Index	7.04%	4.61%	INA	INA

* Fixed guaranteed minimum rates, could be higher if money market changes.
** Includes former Savings and Loan rates of 5.25% prior to 1981.

Plan participants whose investment earnings exceed inflation rates benefit most from deferred compensation. The previous table indicates that most participants have had investment earnings exceeding inflation rates over the long run. Things that could detract from this investment objective are premature withdrawals and too-frequent and ill-timed investment option exchanges. Participants who are patient and remain in the plan a longer period of time have a greater chance of achieving earnings which exceed inflation rates over the long-run.

Variable Annuity Investment Options

These options do not guarantee either preservation of principle or future rates of return. The rates of return are determined by how well securities making up the particular investment option perform. A participant can elect to have money placed in one or more of ten different mutual funds or variable annuity options.

The previous table indicates that the variable options in general tend to provide greater investment returns over the long run. The cost of these potentially greater returns is risk. The variable options are in general and to varying degrees more risky to participants than the fixed option. The following table illustrates some asset value gains (losses) experienced by the different variable options:

Annualized Percent Gains (Losses) to Asset Values

Option	Average 1976-1985	Average 1981-1985	1985	1984
1. Nationwide Fund	11.8%	15.4%	35.2%	5.1 %
2. Seligman Growth Fund	13.2%	9.3%	29.2%	(10.1)%
3. Putnam Investors Fund	15.0%	11.9%	28.0%	(0.7)%
4. Massachusetts Investors Growth Fund	13.0%	10.8%	24.4%	(5.1)%
5. Nationwide Money Market Fund	INA	10.3%	6.9%	9.3 %
6. Mass. Financial High Income Trust	INA	18.8%	22.3%	5.2 %
7. Mass. Capital Development Fund	25.6%	15.0%	25.0%	(12.2)%
8. Fidelity High Income Fund	INA	19.0%	24.4%	9.5 %
9. Fidelity Equity Income Fund	19.9%	21.7%	23.9%	9.5 %
10. Twentieth Century Growth Fund	30.2%	9.7%	32.7%	(12.1)%
Weighted Average - All Variable Accounts	14.0%	16.1%	15.5%	(4.6)%
Dow Jones Industrial Average	7.1%	12.7%	27.7%	(3.7)%

Although some statistics are available, options five through seven were not available under deferred compensation until January 1981, while options eight through ten were not available under the plan until January 1984. These funds were followed by the state for several years and seem to be well-managed and consistently managed as suggested by the various fund prospectuses. Some funds have more risk and their asset values fluctuate more than others. Primarily, this is a result of the various investment philosophies employed by the fund managers. The philosophies of the variable funds are as follows:

1. Nationwide Money Market Fund. This fund invests mainly in money market instruments maturing within one year or less and consistent with preserving capital and maintaining liquidity.

2. Fidelity Equity Income Fund (FEI). This fund invests mainly in common stocks providing potential for high dividend income.

3. Nationwide Fund (NF). This fund invests mainly in common stocks, but also in fixed-income securities providing potential for both dividend income and capital growth.

4. Seligman Growth Fund, Putnam Investors Fund, and Massachusetts Investors Growth Fund. These funds invest mainly in common stocks providing potential for long-term capital growth. Current income is a secondary consideration.

5. Massachusetts Capital Development Fund and Twentieth Century Growth Fund. These funds invest mainly in marketable common stocks of companies with greater potential for long-term capital growth.

6. Massachusetts Financial High Income Trust and Fidelity High Income Fund. These funds invest mainly in corporate bonds or other fixed-income securities providing potential for high current income.

In the descriptions above, capital growth refers to appreciation of stock price, whereas income refers to interest of dividends paid by the respective instruments. In any case, a participant should study the prospectuses before making variable option investment decisions. Prospectuses are available by contacting Montana Benefits, Inc., 443-6398.

Decreasing-Term Life Insurance

This option allows a participant to buy term insurance with pre-tax dollars. By its nature, term insurance does not accumulate a cash value. A participant would never be personally liable to pay taxes on money spent for this option. However, if he dies, his beneficiary is subject to be taxed on the amount of insurance benefits received. The beneficiary's tax rate, in most cases, is expected to be less than the participant's tax rate when the non-taxed premium dollars are being deferred from his/her paycheck.

This option may be used to complete a plan of investing to supplement retirement. With this option, a participant can complete his/her financial plans for retirement, even if he/she dies early and is unable to accumulate the full amount of funds expected. Before selecting this option, a state employee should compare it with the term insurance offered through the State's Group Benefit Plans. In most cases, the group term insurance is less costly to the employee despite the tax break.

If a life insurance participant's employment with the state ends before the term of the policy is complete, he or she can keep the policy in force at the same premium rate. However, the premiums must then be paid from after-tax dollars.

Premiums are determined by a participant's age at the time he or she signs up for this option. The older the participant is, the higher the rates will be. As a life insurance participant gets older throughout the term of the policy, the premium rates stay the same but the amount of his insurance decreases.

For further information about deferred compensation, call Montana Benefits, Inc., 443-6398, or Joe Michaud, 444-3887.

NEW EMPLOYEE HANDBOOKS AVAILABLE

The Employee Handbook has been revised and is available for purchase by agencies. New sections on probationary periods and on the sick leave fund have been added. Other information, such as telephone numbers, has been updated.

Agencies must order a minimum of 20 handbooks. The cost is 42 cents per copy. The handbooks should be ordered from the Property and Supply Bureau, Purchasing Division, Department of Administration. The order number is 9000-0870. The State Personnel Division does not have a supply of the handbooks.

For additional information, call Tom Gustin, 444-4514, at the Property and Supply Bureau.

STAFF CHANGES

Joyce Brown is the new supervisor of the Employee Benefits Section. This is a new position in the State Personnel Division and she will be responsible for administering the State Health and Life Insurance Benefits and the Well, Well, Well program.

Ms. Brown currently is the supervisor of the Standards and Methods Section of the Classification Bureau.

Ms. Brown can be reached at 444-3871.

EVALUATING AND SUPERVISING EMPLOYEES WITH DEVELOPMENTAL DISABILITIES WORKSHOPS

On November 28, 1983, President Reagan proclaimed the years 1983 - 1992 as "The Decade of the Disabled Person" and simultaneously announced a nationwide employment initiative for the developmentally disabled.

The State of Montana Developmental Disabilities Planning and Advisory Council has contracted with Metamorphosis, a private consulting firm, to provide eight one-day workshops on evaluating and supervising employees with developmental disabilities. The training is an effort to inform employers of the capabilities, productivity and conscientiousness of persons with developmental disabilities and to provide employers with the necessary skills to work effectively with persons with developmental disabilities,

The workshops, which are designed for personnel directors, human resource managers and supervisors in the public and private sectors, will be presented in the following locations in April and May 1986: Missoula - April 28; Kalispell - May 5; Havre - May 6; Great Falls - May 7; Butte - May 8; Helena - May 20; Bozeman - May 21; and Billings - May 22.

In the meantime, Metamorphosis will be working closely with The Montana University Affiliated Programs to develop a workbook for seminar participants. The seminars will be free of charge and participants will receive a workbook full of valuable reference material for future use.

For further information please contact Metamorphosis, P.O. Box 9435, Missoula, Montana 59807, (406) 549-5242.

HEAVY TRAINING SCHEDULE ANNOUNCED BY P.D.C.

Fifteen classes will be offered by the Professional Development Center during the month of April, 1986, ranging from A.M. Exercises (a motivational training course) in Kalispell on April 7, to Fiscal Management on April 23rd. See the attached calendar for other classes or look for the catalog of courses being offered in the Spring Quarter. It should be in your hands by mid-March.

Media Relations will be presented on March 27. This one-day class is aimed at preparing you to face the news media concerning any issue. The course takes you through some of the "do's" and "don'ts" of press releases and other press contacts, and includes a live interview before a television camera.

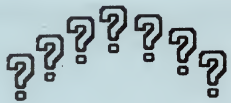
A.M. Exercises will be offered in the Outlaw Inn, Kalispell on April 7. This workshop, taught by Bob Marsenich of Metamorphosis, increases productivity and effectiveness by getting participants to apply the principle of using existing strengths and building on them every day. It is recommended for anyone who is interested in long-term strategies for staying motivated and attaining goals.

Supervisory Clinic will again be offered, this time at the Ponderosa Inn, Billings on April 16 and 17. Gretchen Bailey, management consultant from Billings will facilitate the clinic. Every supervisor at some time or another faces difficult issues involving employee attitudes, behaviors, or personal problems. This two-day clinic provides supervisors with counseling techniques and procedural tools for approaching these issues.

"Does anyone know I'm here?" Sometimes, when employees work at some distance from their supervisor, that is how they feel. They begin to think they are being managed by the "leave alone - then Zap!" principle of management. The course Remote Supervision looks at that and other problems facing both supervisors and employees in remote reporting situations. This class will be presented April 22. Check the course catalog for further details unique to this course.

PROFESSIONAL DEVELOPMENT CENTER

For information concerning these and other courses offered through the auspices of the Professional Development Center, contact your personnel representative, or call us at 444-3855 or 444-3985.



POLICY PURSUIT

QUESTION:

"I have an employee who was originally hired on a temporary basis. The employee worked four months and then was hired into a permanent position in my section. May we count the four months in the temporary job towards the employee's probationary period?" Darlene asks her supervisor. Her supervisor, Susan, is unsure. "I'll have to check with the Personnel Office on that," she tells Darlene.

PDC TRAINING SCHEDULE
SECOND QUARTER - 1986

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
APRIL	1	***Essentials of Mgt - Controlling*** 2	***Essentials of Mgt - Synthesis*** 3	4
7 A.M. Exercises - **KALISPELL**	Megatrends 8	New Employee Orientation 9	Self Management 10	11
	Advanced Editing Skills (three half-days)			
14	Performance Appraisal/Stnds, Pt 1 15	One Minute Mgr 16	***Principles of Mgt -Controls*** 17	18
		Supervisory Clinic - **BILLINGS**		
21	Remote Supervision 22	Fiscal Management 23	***Principles of Mgt - Programs*** 24	25
	Performance Appraisal/Stnds, Pt 2		EFFECTIVE PRESENTATIONS - (three days)	
28	Building One Minute Manager Skills 29	***Principles of Mgt Budgets*** 30	MAY 1	2
	Front Line P.R.		Approaching Supervision	
5	***Essentials of Mgt - Leading*** 6	***Essentials of Mgt - Organizing*** 7	***Principles of Mgt - Information*** 8	9
Pre-Retirement Seminar		Working with SBAS		
12	13 Conflict Management	***Principles of Mgt Special Issues*** 14	***Essentials of Mgt - Delegation*** 15	16
			Leg. 87 - Budgets	
19	Media Relations 20	***Essentials of Mgt Operating*** 21	***Principles of Mgt - Synthesis*** 22	23
	Investigative Report Writing	First Impressions		
26	Writing Position Descriptions 27	***Essentials of Mgt Evaluating*** 28	Planning and Organizing 29	MEMORIAL DAY 30
	Approaching Supervision **KALLISPELL**	Women in Management **HAVRE**	Leg 87 - Justification	
JUNE 2	Marketing in the Public Sector 3	***Essentials of Mgt Controlling*** 4	***Essentials of Mgt - Synthesis*** 5	6
	Report Writing	Managing Stress		
9	One Minute Manager 10	A.M. Exercises 11	Leg 87 - Politics 12	13
	Performance Appraisal/ Standards - Pt 1	Supervisory Clinic		
16	17	Performance Appr/ Standards - Pt 2 18	19	20
	Women in Management (two days)			
23	Office Management 24 **MISSOULA**	Preventing Wrongful Discharge 25	26 Time Management	27
	Leg 87 - Issues			

For further information call us at 444-3985 or 444-3774

POLICY PURSUIT

ANSWER:

Susan's personnel officer will refer her to the agency's policy on Probation. If there isn't an agency policy, the personnel officer will go to the Montana Operation's Manual, Volume III, to the Probation Policy (Policy 3-0170).

According to the Probation Policy, an employee who is promoted or is reassigned by an agency before attaining permanent status may be required to successfully complete a full probationary period in the new position. The agency also may count time worked toward completion of probation.

If a temporary employee is hired using a competitive procedure and a performance appraisal begins at the start of employment, the agency will have job-related information on the employee and may decide to count time worked toward completion of probation. However, temporary positions frequently are filled with little or no competition. Performance appraisal is discretionary for temporary employees. Without this job related information, the agency probably would want to require completion of the full probationary period for a temporary employee who is hired into a permanent position. In any case, the decision to require an employee to complete a full probationary period is up to the agency.

For further information about the Probation Policy, call your agency personnel officer or Linda Kaiser, 444-3794.

SICK LEAVE FUND ADVISORY COUNCIL MEETS

The second meeting of the Sick Leave Fund Advisory Council was Friday, February 21st. The Council and other interested groups discussed several major issues in the development of a sick leave fund.

The Council will meet again March 13 to continue their discussion on additional issues in the creation of the fund.

For further information about the Council and development of the rules to administer the Sick Leave Fund, call Gale Kuglin, 444-3984.

PERSONNEL NETWORK MET ON February 25, 1986

Barbara J. Olson, Director, Cooperative Education Intern Program, University of Montana, briefed the Personnel Policy Network on February 25 regarding the availability of summer student interns to accomplish temporary work or one-time special agency projects. Ms. Olson explained some cost benefits agencies might realize by hiring a co-op student through the university intern program rather than a temporary employee.

A draft disability/maternity policy, the Sick Leave Fund Advisory Council, and EEO/Affirmative Action plans were other topics discussed by the Personnel Network.

The Network also reviewed an updated Employee Handbook and discussed the need for guidelines on writing cost effective job vacancy advertisements for the newspaper.

If you have any questions or concerns regarding the Personnel Network meeting, please call Barb Charlton at 444-3983.

HEALTH PROMOTION WEEK

The following is a tentative schedule of events for Health Promotion Week, which is scheduled for the week of May 12 through May 16. In addition to the films, speakers, and screenings, the second annual Stay Well Newsletter will be distributed.

The following seminars will be offered to all State employees during Health Promotion Week:

Yellowstone County

May 12
Cholesterol, Fats, HDL: What Does It Mean?, 12:00 to 12:45 p.m.; S.R.S. County Office, 3021 Third Ave., North. Billings.

May 13
Incorporating exercise at work - No special skills, clothes, equipment needed (there will be a short exercise period); 12:00 to 12:45 p.m.; Job Service West; 1425 Broadwater - Suite A, Billings.

May 14
Stress and Nutrition: Coping with Nutrition in the Fast Lane - June Luptak, R.D.; 12:00 - 12:45 p.m.; Job Service East, 624 North 24th Street, Billings.

May 15
Healthy Back: Learn about the ABC's of your back and prevention of back injuries; 12:00 - 12:45 p.m.; Department of Highways, 424 Morey, Billings.

Ongoing:

May 14
Adult Health Clinic; 3:00 - 7:00 p.m.; Dearing Community Health Center; 123 South 27th Street, Billings.

Lewis & Clark County

May 12
Food Energy and You; 20 minute film; speaker: Cindy Brown; 12:00 - 1:00 p.m.; SRS Auditorium, Helena.

May 13
Caffeine and You, Brown Bag Seminar; 12:00 - 1:00 p.m.; Main Floor, Conference Room A, DNRC Building, Helena.

Blood Pressure Screening; 9:00 - 12:00 p.m.; Main Floor, Conference Room A, DNRC Building, Helena.

May 14
Suicide Seminar, signs, symptoms, and state employees; 12:00 - 1:00 p.m.; SRS Auditorium, Helena.

May 15
For A Change; A 40 minute film presenting the complexity of changing habits in simple terms; 12:00 - 1:00 p.m.; DNRC Conference Room; Helena.

May 16
Vitamins; What Do They Do?; A 20 minute film; 12:00 - 1:00 p.m.; SRS Auditorium, Helena.

Galen/Warm Springs

May 13
Healthy Back Seminars; Hourly from 9 a.m. to 4 p.m. except 12:00 Noon; Warm Springs Campus.

May 14
Healthy Back Seminars; 6 p.m. and 7 p.m.; Warm Springs Campus.

Healthy Back Seminar; Noon, 1 p.m., 2 p.m., 3:15 p.m. and 4:15 p.m.; Galen Campus.

Butte/Silver Bow County

May 12
Blood Pressure Screening; 9 a.m. to Noon, and 1 p.m. to 4 p.m.; Job Service.

May 14
Blood Pressure Screening; 9 a.m. to Noon, and 1 p.m. to 4 p.m.; Welfare.

May 16
Blood Pressure Screening; 9 a.m. to Noon; Job Service.

For any information concerning the State Employees Health Promotion Program, Health Promotion Week, or on-going activities call Mike Arnold at 444-3946.

HEALTH PROMOTION ACTIVITIES

A noon-time fitness class at DNRC will begin March 17. For more information contact Nancy Granger at 444-6634.

A smoking cessation class will begin April 14, in room 404 of the Lewis and Clark City-County Building. Those wanting to attend must pre-register by calling Claire Cantrell, 443-1010, ext. 362.

An adult health clinic is being held the second Wednesday of every month from 3 p.m. - 7 p.m. for state employees in Yellowstone County. For more information call LeeAnn Fules at 256-2757.

For any information concerning the State Employees Health Promotion Program, Health Promotion Week, or ongoing activities call Mike Arnold at 444-3946.

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DEFERRED COMPENSATION PLAN AGREEMENTS, LAWS, REGULATIONS AND DEFERRAL PROCEDURES
(Third of a Five-Part Series)

Participant Contracts

A state employee deciding to participate in the Deferred Compensation Plan must sign a Participation Agreement and a Memo of Understanding, and must receive a copy of the Plan Document.

The Participation Agreement tells state payroll how much to defer from a participant's paycheck. It tells Montana Benefits, Inc./G. T. Murray and Co. how much of the total deferral goes to each option selected. It is also used to make deferral, option and non-financial changes. These changes can be made anytime and take effect in about 30 days.

The Memo of Understanding assures state officials that the participant understands the basic concepts of deferred compensation, including those specific to the option(s) selected. The employee must understand, for example, that deferrals exceeding $7,500 or 25% of his/her gross annual income are taxable under the state and federal tax laws, unless the participant is within three years of normal retirement.

The Plan Document fully defines the Montana Deferred Compensation Plan and its rules and regulations.

Exchange Agreements

A participant may request to move funds already invested from one option to another option or options. This is called an exchange. Any number of exchanges can be made at anytime and will take effect within a reasonable time for administration.

Fixed variable exchanges are limited by the carrier in order to guarantee a return. Exchanges will be allowed in the order they are received within the limitation.

Exchanges between variable funds are allowed without limitation.

Old Money to New Money or any other type of exchanges between fixed funds are not allowed.

Participants should remember that Deferred Compensation is primarily a long-term investment program. It is flexible enough, however, that participants are able to benefit from short-term or unusual market fluctuations. But participants should be cautious about making frequent exchanges.

Participation in the variable fund programs means that the employee receives a prospectus on each fund in which he/she is participating. A participant should understand the nature of these funds and of market fluctuations. Understanding and patience with these investment modes will result in better, soundly based exchange decisions.

Laws and Regulations

Federal tax law governing deferred compensation plans is Section 131 of the Revenue Act of 1978. Specifically, plans are obliged to comply with Section 457 of the Internal Revenue Code. These regulations stipulate such things as the guidelines for an eligible plan, the maximum amounts of annual deferrals allowed and the criteria to be used in deciding on requests for unforeseeable emergency withdrawals.

At the state level, Title 19, Chapter 2, Montana Code Annotated, regulates deferred compensation plans.

Procedures for Transferring Money Deferred

For each biweekly pay period, Central Payroll provides the State Personnel Division with a list of total amounts deferred by participants. The total of all amounts deferred during the pay period is credited to the assigned revolving account. By matching this list with a master file on participants,

Montana Benefits Inc. (MBI) produces a list indicating how much each participant has contributed to the option(s) selected.

The state then wire transfers the total amount going into the Fixed Option and all Variable Options to Nationwide and mails the term insurance premiums to North American Life and Casualty.

A similar procedure is followed to handle money deferred by state university system employees.

It is the state's foremost objective that this money be transferred to the carriers as soon as possible so that maximum interest can be credited to participant accounts.

For further information about deferred compensation, call Montana Benefits, Inc., 443-6398, or Joe Michaud, 444-3887.

SICK LEAVE FUND ADVISORY COUNCIL MET

The sick leave fund advisory council met on April 9 to review draft rules for the administration of a sick leave fund in state government. The sick leave fund would allow the sharing of accrued sick leave credits between employees and the pooling of sick leave in accordance with the proposed rules. Shared and pooled sick leave may then be available to an employee who suffers an extensive illness or accident if the employee's agency approves the additional sick leave.

The council recommended some changes to the draft rules. The rules will be redrafted and redistributed to the council members for another brief review. The rules will then be noticed through the formal administrative rule procedure and a public hearing will be scheduled to solicit additional comments and concerns.

For further information about the development of the rules to administer the Sick Leave Fund, call Gale Kuglin 444-3984.

G.C.E.H. SETS 1986 GOALS

New and returning members were briefed on past accomplishments of the Governor's Committee on Employment of the Handicapped (GCEH) and set goals for 1986 at their March 5th meeting.

Blair Ricks, chairman, explained the role of GCEH and listed the following accomplishments:

- GCEH Brochure which outlines the role of the committee
- Activity in the Legislature; GCEH testified on different bills. GCEH will continue to be involved in legislation
- Accessibility Survey of Capitol Complex Buildings
- Windmills Training
- Handicapped Employment Challenge
- GCEH has impacted the state's employment policies and Affirmative Action Plans

Goals set for 1986 include:

- monitor and review the current Veteran's and Handicapped Person's Employment Preference Act in order to evaluate its effectiveness
- review the subcommittee that was established to study the Employment Challenge and make further recommendation to GCEH.
- establish a committee to look at using the media to increase awareness and hiring the handicapped.

The committee also discussed the need to educate the disabled in terms of seeking and applying for employment.

The next meeting of the GCEH will be held May 8, 1986 at 10:00 a.m. in the Yellowstone Room of the new DNRC Building in Helena.

For further information, please call Linda Rickman at 444-3796.

PROFESSIONAL DEVELOPMENT CENTER

MONTANA PERSPECTIVES
MONTANANS TEACHING MONTANANS:
BILL GOSNELL

Each month in Montana Perspectives the Professional Development Center (PDC) will feature a consultant-instructor who is providing seminars or workshops under the auspices of the P.D.C. These are Montanans teaching Montanans for the betterment of state government.

This month we feature William "Bill" Gosnell, currently Executive Staff Assistant for the Department of Highways. For the Professional Development Center, Gosnell teaches Fiscal Management both as a part of the Principles of Management curriculum and on the open schedule. Gosnell will be offering this class on April 23 and again as a part of the Legislature 87 series on May 15.

Gosnell graduated from the University of Maryland with a master's degree in Public Administration in 1972. He came to Montana as Senior Fiscal Analyst for the Montana Legislature in 1975. He remained there until being appointed Administrator of the State Personnel Division in 1977. After that he became the Administrator of the Energy Division, Department of Natural Resources and Conservation. In 1982 he was named Senior (lead) Budget Analyst, Office of Budget and Program Planning in the Office of the Governor. He has been with Department of Highways since 1984.

He is married, and the father of 2 children. Gosnell is believed to be one of the best qualified people available to the P.D.C. to instruct others on budget and fiscal matters as they pertain to state government agencies. The classes he will be offering during April and May will be the last opportunity for us to take advantage of his expertise before preparing agency budgets.

Anyone desiring to enroll in one of Bill Gosnell's seminars is urged to call the Professional Development Center at 444-3985 or 3774 as soon as possible.

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5 Pre-Retirement Seminar	6 *Essentials of Mgt - Leading*	7 *Essentials of Mgt - Organizing* Working with SBAS	8 *Principles of Mgt - Information*	9
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19	20 Media Relations Investigative Report Writing	21 *Essentials of Mgt* *Operating* First Impressions	22 *Principles of Mgt - Synthesis*	23
26	27 Writing Position Descriptions Approching Supervision KALLISPELL	28 *Essentials of Mgt* *Evaluating*	29 Planning & Org Women in Management HAVRE Leg.87-Justification	30 MEMORIAL DAY

P.D.C. CLASSES ANNOUNCED

During May there are four seminars of special interest being offered under the auspices of the Professional Development Center.

WORKING WITH SBAS (9 a.m to 4 p.m., May 7)

SBAS provides a wealth of information and control for managers who understand it and understand how to work with it. This seminar comes directly from the SBAS source. Jerry Lachere, SBAS Support Unit Supervisor, Accounting Division, will conduct this course. Cost of the one day seminar is $50.00.

INVESTIGATIVE REPORT WRITING (8:30 a.m TO 4:30 p.m, MAY 20)

This course meets the needs of anyone who regularly conducts investigations on noncompliance, establishment of responsibility, or unlawful acts. It is taught by author/consultant Clarice Robinson Cox. She authored the basic text book entitled Criminal Justice: Improving Police Report Writing, and is an acknowledged authority in the field. Cost of this course is $65.00.

LEGISLATURE '87 SERIES

This series consists of four seminars (Budgets, Justification, Presentation, and Issues). The first two are in May.

If you want to sign up for all four seminars in the Legislature '87 series, the total cost is $195.00.

BUDGETS, (8:30 a.m. to 4:30 p.m, May 15)

As mentioned in the article entitled "Montanans Teaching Montanans", Bill Gosnell will once again cover the budget process in Montana state government. Cost of this one seminar is $55.00,

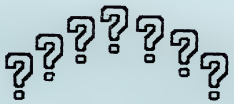
JUSTIFICATION, (8:30 a.m to 4:30 p.m May 29)

This second class in the series will define and discuss what facts and factors the legislature uses to examine requests for authorization and appropriation. Judy Rippingale, Legislative Fiscal Analyst will conduct the course. Cost is $55.00

APPROACHING SUPERVISION, (8:30 a.m to 4:30 p.m, May 27) KALISPELL

This course is intended for new supervisors and those who are about to become supervisors, or want to prepare for supervision. It helps put the job, the role, the responsibilities and relationships into perspective. Jim Burgess of the Professional Development Center staff conducts the course. Cost is $55.00. It will be taught in the Outlaw Inn, Kalispell.

If you would like more information about these or other courses offered by the P.D.C., check the Spring Training Catalog, or call us at 444-3985 or 3774. To enroll, see your personnel representative now!



POLICY PURSUIT

Question:

"People are already putting in for summer vacation and I have 3 people asking for the same week off in June, right before the end of the fiscal year," Supervisor Fred Smith asks his bureau chief, Karen Jones. "Can we say no?" (See page 5).

CORRECTION

In last March's issue, on page 2, in the table titled Annualized Percent Gains to Asset Values. Under the column Weighted Average - All Variable Accounts - 1985, the figure should read 23.3%, instead of 15.5%.

POLICY PURSUIT

Answer:

If the employees requesting annual leave are covered by union contracts the personnel officer will refer to the specific contracts. If they are not covered, Karen's personnel officer will refer her to any agency policy on annual leave and to the Annual Vacation Leave Policy (Policy 3-0305), in the Montana Operations Manual, Volume III.

Nothing in the state policy guarantees approval of the granting of annual leave in any given instance. Each individual request will be judged by the employee's agency. State law provides "the dates when employees' annual vacation leaves shall be granted shall be determined by agreement between each employee and his employing agency, with regard to the best interests of the state...as well as the best interests of each employee." The administrative rule (ARM 2.21.227(1)) provides that "where the interest of the state requires the employees attendence, the state's interest overrides the employee's interest."

1. In the situation described, the supervisor should look at the work which needs to be accomplished at the end of the fiscal year and the staff necessary. The supervisor may also want to look at the reason the employee has requested leave at that time. If the absences will not disrupt operations, the supervisor could approve the employee's request. However, if an employee's presence at work is necessary, the supervisor can deny annual leave to an employee.

2. Supervisors should examine the work flow during a year and the staffing necessary to accomplish the work. Where there are periods an employee's absence would be too disruptive, such as the end of the fiscal year, this information should be conveyed to the employee. The employee will be able to manage requests for leave time and the potential for conflicts may be reduced.

3. A supervisor cannot continually deny leave so that the employee is never able to take a vacation. Annual leave is a statutory benefit and it is intended that it be available for the employee to use.

For further information about the Annual Vacation Leave policy, call your agency personnel officer or Linda Kaiser, 444-3794.

PERSONNEL POLICY NETWORK MET IN APRIL

David Briggs, Executive Director, Mental Health Services, Inc., addressed the Personnel Policy Network regarding the services his organization could provide to state government when dealing with the stress employees may be experiencing as a result of budget uncertainty.

The policy network also discussed a draft disability/maternity policy, the current state reduction in work force rules, and draft rules for a state sick leave fund.

Joyce Brown, Supervisor, Health Benefits Section, State Personnel Division informed the network of the changes in health benefits rates for eligible spouses of employee's on Medicare. Ms. Brown also announced that the week of May 12 through the 16th is Health Promotion Week and various activities have been planned.

If you have any questions regarding the personnel policy network meeting, call Barb Charlton at 444-3983.

HEALTH PROMOTION WEEK THEME "EAT HEARTY"

Employee health has become an important factor in controlling health care costs. Studies have shown that many of the chronic diseases today have roots in the lifestyles of those stricken. A sedentary society compounded by job stress and foods which do not meet basic nutritional needs are factors contributing to the poor health at a time when over 10% of the gross national product is spent on health care. Promoting employee health has become a vital part of employers' efforts to contain the cost of providing health care benefits to their employees.

Recognizing these facts, Governor Ted Schwinden has proclaimed May 12-16, 1986, Health Promotion Week.

This year's health promotion week theme is "eat hearty" and the focus will be on nutrition and its effect on the heart.

The first quarter of the 1985-86 benefit plan year saw 31% of the total State costs spent on diseases for which nutrition was a risk factor. Cancers, diabetes, nutritional deficiencies, diseases of the digestive system, circulatory diseases, and diseases of the blood and blood forming organs cost the State Plan $800,030. Approximately $23.00 a month for each employee is spent to pay for the treatment of these nutritional related diseases.

In addition to other activities related to maintaining good health, there will be competition between agencies whose employees participate in the Governor's Cup. The agency fielding the most outstanding team of employees will be awarded a Stay Well, Well, Well trophy. In addition, each state employee running in the Governor's Cup will be given an iron-on Stay Well, Well, Well logo.

For any information concerning the State Employees Health Promotion Week, or on-going activities, call Mike Arnold at 444-3946.

HEALTH PROMOTION WEEK

The following is a tentative schedule of events for Health Promotion Week, which is scheduled for the week of May 12 through May 16. The schedule includes films, speakers, and screenings, and the second annual Stay Well Newsletter will be distributed.

The following seminars will be offered to all State employees during Health Promotion Week:

Yellowstone County

May 12
Cholesterol, Fats, HDL: What Does It Mean?, 12:00 to 12:45 p.m.; S.R.S County Office, 3021 Third Ave., North, Billings.

May 13
Incorporating exercise at work - No special skills, clothes, equipment needed (there will be a short exercise period): 12:00 to 12:45 p.m.; Job Service West, 1425 Broadwater, Suite A, Billings.

May 14
Stress and Nutrition: Coping with Nutrition in the Fast Lane - June Luptak, R.D.; 12:00 - 12:45 p.m.; Job Service East, 624 North 24th Street, Billings.

May 15
Healthy Back: Learn about the ABC's of your back and prevention of back injuries; 12:00 - 12:45 p.m.; Department of Highways, 424 Morey, Billings.

Ongoing:

May 14
Adult Health Clinic; 3:00 - 7:00 p.m.; Dearing Community Health Center, 123 South 27th Street, Billings.

Lewis & Clark County

May 12
Food Energy and You: 20 minute film; speaker: Cindy Brown; 12:00 - 1:00 p.m., SRS Auditorium, Helena.

May 13
Caffeine and You, Brown Bag Seminar; 12:00 - 1:00 p.m.; Main Floor Board Room, DNRC Building, Helena.

Blood Pressure Screening; 9:00 - 12:00 p.m.; Main Floor Board Room, DNRC Building, Helena.

May 14
Suicide Seminar, signs, symptoms, and state employees; 12:00 - 1:00 p.m.; SRS Auditorium, Helena, Kathlyn Hayden, MSW

May 15
For A Change: A 40 minute film presenting the complexity of changing habits in simple terms; 12:00 - 1:00 p.m.; Main Floor Board Room, DNRC Building, Helena.

May 16
Vitamins: What Do They Do? A 20 minute film; 12:00 - 1:00 p.m.; SRS Auditorium, Helena.

Galen/Warm Springs

May 13
Healthy Back Seminars; Hourly from 9:00 a.m. to 4:00 p.m. except 12:00 Noon; Warm Springs Campus.

May 14
Healthy Back Seminars: 6:00 and 7:00 p.m.; Warm Springs Campus

Healthy Back Seminar; Noon, 1:00 p.m., 2:00 p.m., 3:15 p.m. and 4:15 p.m.; Galen Campus

Butte/Silver Bow County

May 12
Blood Pressure Screening; 9:00 a.m. to Noon, and 1:00 p.m. to 4:00 p.m.; Job Service.

May 14
Blood Pressure Screening; 9:00 a.m. to Noon, and 1:00 p.m. to 4:00 p.m.; Welfare.

May 16
Blood Pressure Screening; 9:00 a.m. to Noon; Job Service.

For any information concerning the State Employees Health Promotion Program, Health Promotion Week, or on-going activities call Mike Arnold at 444-3946.

DEFICIT REDUCTION ACT

The U. S. Congress, in its continuing effort to shift costs away from Medicare, passed The Deficit Reduction Act (DEFRA). This act, in conjunction with the Working Aged Provision, changes the requirements for use of the State of Montana's Medicare rates.

The State Group plan now has to offer employees under 70, who have group medical coverage for spouses age 65 through 69, the option of selecting the state group plan as primary (at full premium rates) and Medicare as secondary payor of claims or Medicare only with no group coverage.

There has been a delay in distributing this information to payroll people and the affected employees; however, everyone will be notified by April 18, 1986.

For further information, call your payroll officer or Merrilee Coleman, 444-3819.

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Dixie Carlson
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GOVERNOR PROPOSES EMPLOYEE PAY FREEZE

Governor Ted Schwinden has asked state employees to accept a salary freeze to help balance the state's budget and protect state jobs.

Speaking to members of the American Federation of State, County & Municipal Employees (AFSCME), Council No. 9, on April 25, the Governor said his administration would ask each state bargaining unit to renegotiate its existing contract.

Current public employee contracts call for a pay increase July 1. Freezing salaries at their current level would save the state roughly $8 million.

"If current conditions remain in effect, the state will honor its contractual obligation," Schwinden said, "that would mean the average state employee would take home $16 more per paycheck next year, but it could also mean that 600 others would see pink slips."

The Governor explained that layoffs would be necessary because the money appropriated for increases by the 1985 Legislature is no longer available.

Governor Schwinden said he would not support proposals either to roll back salary levels to the 1985 level or to take the funding away from current salary levels.

"I intend to ask legislators to honor the '86 raise but, given the very difficult budgetary decisions facing the Special Session this June, it is neither responsible nor realistic to ask for more," he said.

Schwinden said state government must be prepared to make the same kinds of sacrifices being made in Montana's private sector.

All Montanans, and not just state employees, must be willing to make sacrifices to balance the state's budget during the June special session, according to the Governor.

FAIR LABOR STANDARDS ACT

On April 17, 1986, Attorney General Mike Greely issued an opinion that state and local government employees who are covered by the federal Fair Labor Standards Act (FLSA) are not subject to the provisions of the Montana Minimum Wage and Minimum Hours Act.

In addition, the U.S. Department of Labor, Wage and Hour Division, recently issued proposed federal regulations on the application of the FLSA to employees of state and local governments.

The State Personnel Division is currently in the process of reviewing these proposed regulations and will provide further guidance to state agencies in the near future. Copies of the proposed federal regulations have been distributed to agency personnel officers.

For further information, call Mark Cress, 444-3927, or Barb Charlton, 444-3983.

SICK LEAVE FUND DRAFT RULES MOVE TO PUBLIC COMMENT STAGE

Draft rules to administer the sick leave fund have been recommended by the Sick Leave Fund Advisory Council. Heads of agencies reviewed the council's recommendations early in May.

The rules are tentatively scheduled to be filed with the Secretary of State May 19 for the formal public comment period and public hearing. The public hearing would be scheduled after June 18.

The advisory council, agency heads, personnel officers, ICCW members and collective bargaining units all will be notified of the dates of the comment period and date and time for the hearing. Persons interested in more information about this next step in adopting sick leave fund rules should contact the appropriate person in their agency or call Gale Kuglin, 444-3984, or Linda Kaiser, 444-3794.

PERFORMANCE MANAGEMENT

The use of annual reviews as an employer's exclusive means of appraising employees may soon be obsolete, according to a report by Hewitt Associates, a nationwide consulting firm. A number of companies already have begun to replace the review process with a broader approach termed "performance management." Using this approach, the performance appraisal is just one step in a year-long cycle that stresses both employee performance and development.

The cycle begins with the supervisor and the employee working together to establish specific performance goals for both the person and the particular job function involved. Throughout the year, the employee receives feedback and analysis of progress from the supervisor. This feedback can be accomplished through regular weekly meetings, monthly written status reports and on-going communication. Completion of the year-long cycle provides another opportunity to plan performance and goals.

Performance planning of this sort can provide a valuable link between individual employee goals and business goals. The system enables management to communicate to employees its long and short-term needs on a regular basis.

Employees receive updates on their performance through routine work, training, review of work projects, and have the opportunity to respond under circumstances considerably less strained than those of many annual reviews. According to the report, managers find that it makes more sense to emphasize ongoing two-way communication about performance, rather than relying on a one-time evaluation.

Many state agencies already are using the type of process described. For additional information on Montana's Performance Appraisal system refer to the Performance Appraisal Policy (Policy 3-0115, Montana Operations Manual, Volume III), or call your agency personnel officer, or Linda Kaiser, 444-3794.

EEO SECTION'S OUTREACH PROGRAM UNDERWAY

The EEO/AA section of the State Personnel Division - through its "Outreach" program - is providing training workshops to women, minorities, and handicapped individuals in the state.

The workshops deal with:

- dissemination of Montana's policy on EEO/AA;
- the state government's commitment to implement its EEO/AA policies; and
- making affected class members aware of the state's EEO/AA policies and their rights.

As part of the "Outreach" program Linda Riekman, State EEO/Disabled Employment Coordinator attended the 5th Annual Montana Indian Education Association Convention in Missoula on April 3 and 4. There were about 300 participants this year.

The EEO Section has scheduled a number of awareness training sessions at colleges and vo-tech centers around the state.

For further information, call Linda Riekman at 444-3796 or Tewolde Habtemicael at 444-3886.

EMPLOYEE HANDBOOK A SELL-OUT

The first printing of the 1985 Employee Handbook is a sell-out. Additional copies will be reprinted and will be available from the Property and Supply Bureau. Agencies will be notified when the new copies have arrived.

MANAGING CHANGE

Managing during times of change and uncertainty is difficult and calls for all the skill the manager has. Researchers tell us that it is not really change that upsets employees, it is that uncertainty period when no one seems to know what the change is going to be or how it will affect them and the organization for which they work. Employees experience four losses in times of change.

Loss of identity. This is when they ask themselves, "Now what am I?" I used to be a _____, but when the change takes place, what will I be?"

Loss of meaning. They ask themselves, "Why me? Doesn't my past performance/service/efficiency count?"

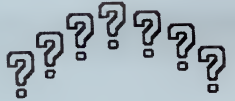
Loss of belonging. "I don't even know who my supervisor is anymore, and I sure don't know my fellow workers. I'm an outsider again."

Loss of future. "I worked toward a promotion in this agency, now it looks like I'm back to square one again. It just isn't fair!"

Changemasters tell us that what we should do is open the lines of communications farther than they have ever been before. Use "no secrets management." Keep your people informed, even if the news is bad. It's the uncertainty that hurts morale, destroys efficiency, and disrupts the service state government is here to provide. Changemasters also tell us that we should always do a mini-environmental impact statement before we make any changes. This environmental impact statement pertains to the personnel who are or may be involved. First, determine if the change is really necessary. If it isn't, don't make it! If it is, then determine who will be affected by the change, not just the single employee who's job has been eliminated or modified, but all those others who will have to absorb that person's duties on top of their own. Plan an education program to keep employees informed, and form a change task force that can monitor the change process, stop false rumors, and inform everyone of the true status of the planned changes.

Change is traumatic, but it, like a certain amount of resentment, is inevitable. Openness, honesty, and employee involvement in the change can lessen the resentment.

For additional information on how to manage change, contact the P.D.C. at 444-3985 or 444-3774. The Professional Development Center offers a seminar titled Managing Change.



POLICY PURSUIT

QUESTION:

"I have a friend who is running for public office, and I would like to help with his campaign. Is that OK?" Steve asks his supervisor. Steve's supervisor, Doug, is uncertain. "I'll have to check with the Personnel Office," he tells Steve.

P.D.C. CLASSES HIGHLIGHTED

During June there are three seminars of special interest being offered by the Professional Development Center.

One-Minute Manager/Building One-Minute Management Skills
(10 a.m. to 3 p.m., June 10 and June 17)

These two classes (one week apart) are based on the Johnson and Blanchard best-selling book The One-Minute Manager and are augmented with video-taped, fast-moving segments narrated by co-author, Dr. Kenneth Blanchard. Through exercises and discussions, participants learn and practice the three simple, but effective, principles of the one-minute manager. John Camper of the P.D.C. is the seminar leader. Cost of the individual classes is $45.00 and the classes will be in the Yellowstone Room, Montana Training Center, DNRC Building.

Supervisory Clinic
(9:30 a.m. to 4:30 p.m., June 11 and 12)

From time to time all supervisors are faced with employees who seem to have attitude, performance or personal problems. They handle them as best they can, or they ignore them and hope they'll go away. (They usually don't.) This two-day seminar offers supervisors an opportunity to discuss the problem with others who may have faced similar ones, and to learn tested counseling techniques and procedural tools for coping with them. Gretchen Bailey, Management Consultant from Billings, conducts the clinic that is to be held in the Glacier Room, Montana Training Center, DNRC Building. Cost is $95.00 for the two days.

PROFESSIONAL DEVELOPMENT CENTER

Issues for Women: Women in Management and Strategies for Women Who Work
(8:30 a.m. to 4:30 p.m., June 17 and 18)

The first part of the two-day series, Women in Management is aimed at women new to, or preparing for, management or supervisory positions and will help them develop a variety of ways for dealing with "role expectations" and societal pressures unique to women in such positions. The second part, Strategies for Women Who Work is directed at women who feel their jobs aren't all they could be, and just seem to "endure, agonize, accommodate, react, and worry" their way through their most productive years. Vondene Hopkins, Management Consultant and former Project Manager for the state, is the seminar leader. Cost is $65.00 each day or $95.00 for both. They will be offered in the Yellowstone Room, Montana Training Center, DNRC Building.

If you would like more information on these and other seminars offered by the Professional Development Center, check our quarterly course catalog, or call us at 444-3985, or 444-3774.

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DEFERRED COMPENSATION FEES
(Fourth of a Five-Part Series)

$12 Annual Charge to Maintain Participant Accounts

Each participant in the deferred compensation plan is charged $12 annually to maintain accounting records. The charge is the same regardless of the number or type of investment options in which the employee participates.

If there is a balance in a participant's account, the annual administrative charge will be assessed even if deferrals into the account stop.

Fees to Manage Assets

Nationwide Insurance is paid a fee to manage the assets of the fund. The fee is based on a percentage of the return the participant earns on his or her investment.

For instance, the guaranteed new money fixed annuity rate for the second quarter of 1986 is quoted at 10.45%. The actual rate of return is 11.00%. The difference of .55% is the fee to manage the fund. Currently, this fee is actually about .53% for the fixed annuity option and .95% for each variable annuity option. With this asset fee at .53%, rather than at the .55% maximum, the fixed option guarantee is likely to provide an annualized return of 10.47% during the second quarter of 1986. The .95% for the variable options and the .55% for the fixed option are the maximum asset fees set by the state's contract with Nationwide Insurance. The carriers charge the accounts in order to reimburse the state for administrative expenses, to pay other expenses, and to make a profit for their shareholders.

Surrender Charge for Benefit Payments

Money invested before January 1, 1979, was assessed a 4% front-end load charge. Today the 4% charge is assessed if:

1) the withdrawal is made in one lump sum or in periodic or sporadic payment amounts specified by the participant; or
2) the withdrawal is made through regular installments over a designated period of at least 36 months.

In the next few years, by contract, there will be other payment options through which participants can avoid surrender charges. These generally involve longer-term participation in the Plan.

These load charges indirectly compensate Montana Benefits, Inc./G.T. Murray and Company for marketing the plan.

For further information, call Joe Michaud at 444-3887, or Montana Benefits, Inc., 443-6398.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features a consultant-instructor who is providing seminars or workshops under the auspices of the P.D.C. These are Montanans teaching Montanans for the betterment of state and local government.

This month the spotlight is on Clarice Robinson Cox who spends the summers in Helena and her winters in Hawaii. She presents day-long seminars on Investigative Report Writing. Cox, who has her master's degree in Educational Communications, has authored more than 250 articles in national magazines on a variety of subjects, and wrote the book Criminal Justice: Improving Police Report Writing, upon which the Investigative Report Writing seminar is based.

Among her credits, Mrs. Cox is listed in Who's Who of American Women; World Who's Who in Education, and Outstanding Educators of America. She has been the instructor for workshops and seminars at many police departments, the United States Air Force, Carroll College, and is a member of the faculty of the University of Hawaii.

Watch for more of Mrs. Cox's classes in the coming months. The Professional Development Center is proud to present another fine Montanan teaching Montanans.

PERFORMANCE OF DEFERRED COMPENSATION OPTIONS
AS OF MARCH 31, 1986

Fund	Type of Fund	Percent Asset Value Change in Last 3 Months	Percent Asset Value Change in Last 6 Months	Percent Asset Value Change in Last Year	Percent Asset Value Change in Last 2 Years (Yearly Average)	Percent Asset Value Change in Last 5 Years (Yearly Average)
Deferred Compensation Plan Options:						
1. Fixed annuity-money invested before January 1, 1981	Guaranteed rate of return - Long-term commitments	2.2	4.4	8.8	8.9	9.8
2. Fixed annuity-money invested after January 1, 1981	Guaranteed rate of return - Long-term commitments	2.8	5.6	11.2	11.4	11.1
3. Nationwide Fund	Income Stocks	14.0	33.5	42.5	29.4	17.9
4. Seligman Growth Fund	Growth Stocks	18.4	37.8	39.7	26.4	15.3
5. Putnam Investors	Growth Stocks	15.4	37.5	35.2	27.2	17.5
6. Massachusetts Investors Growth Stock Fund	Growth Stocks	16.2	35.3	35.2	22.8	15.1
7. Mutual Investing Money Market Fund	Short-term debt instruments	1.6	3.2	6.7	7.8	9.8
8. Massachusetts Financial High Income Trust Fund	Fixed income securities	5.4	11.5	22.7	15.6	20.2
9. Massachusetts Capital Development Fund	Aggressive growth stocks	15.9	31.9	34.8	20.0	18.8
10. Fidelity High Income Fund	Fixed income securities	8.3	15.6	28.0	21.0	18.5*
11. Fidelity Equity Income Fund	Income stocks	14.5	27.2	32.5	26.8	21.5*
12. Twentieth Century Growth Fund	Aggressive growth stocks	17.2	41.8	44.4	26.0	17.1*
Market Indicators:						
1. U.S. Consumer Price Index	Measure of price changes	-0.6	0.3	1.9	3.0	3.9
2. Dow Jones Industrial Average	Industrial stocks	17.6	36.9	43.6	26.2	14.9
3. Dow Jones Bond Avg.	Bonds	8.4	14.0	24.4	15.2	8.9
4. Money Market Funds as published in the Wall Street Journal	Short-term debt instruments	1.9	3.8	7.7	8.7	10.2

* This option was not available to state employees before 1/1/84.

The above information does not represent any particular participant's investment experience nor does it represent future fund performance.

POLICY PURSUIT

ANSWER:

Doug's personnel officer will refer to the agency's policy on Political Activity. If there isn't an agency policy, the personnel officer will go to the Montana Operations Manual, Volume III to the guide titled "Political Activity of the State and Local Employee."

This guide describes requirements of the federal Hatch Act, which covers state employees whose positions are financed in whole or part by federal loans or grants. The relevant Montana statutes relating to political activity, often referred to as the Little Hatch Act, also are reproduced with the Guide.

Employees covered by the Hatch Act:

- May be a candidate for public office in a non-partisan election.
- May campaign for and hold elective office in political clubs and organizations.
- May actively campaign for candidates for public office in partisan and non-partisan elections.
- May contribute money to political organizations or attend political fundraising functions.
- May not be a candidate for public office in a partisan election.*
- May not use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- May not directly or indirectly coerce contributions from subordinates in support of a political party or candidate.
- *An employee who is not covered by the federal Hatch Act, may be a candidate for public office in a partisan election.

Other provisions comparable to those described in federal law are included in the state law.

In addition, a state employee who is elected to office must be given leave of absence not to exceed 180 days per year to serve, as provided in 2-18-620, MCA.

For further information about political activity, call your agency personnel officer or Linda Kaiser at 444-3794.

POLICY NETWORK TO MEET

The Personnel Policy Network will meet May 29 to discuss a redraft of a proposed policy on maternity/handicap/industrial accidents. The proposed policy was revised in response to comments received by the State Personnel Division from state agencies during the initial 30-day review period and during the February Personnel Policy Network meeting.

The Policy Network will also discuss the following issues:

1) The current state reduction in work force policy and additional guidance needed.
2) The April 17, 1986, Attorney General's opinion and the proposed federal regulations to implement the 1985 amendments to the federal Fair Labor Standards Act (FLSA).
3) An update on the proposed Sick Leave Fund Rules and Public Hearing.
4) Proposed changes to the systems for tracking Veteran's and Handicapped Preference and for identifying race, sex, and handicapped status.

All Network members are encouraged to attend. If you have any questions or concerns, please contact Barb Charlton at 444-3983.

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FAIR LABOR STANDARDS ACT IMPLEMENTATION

On April 17, 1986, Attorney General Mike Greely issued an opinion that state and local government employees who are covered by the Federal Fair Labor Standards Act (FLSA) are not subject to the provisions of the Montana Minimum Wage and Minimum Hours Act.

This ruling allows state agencies to implement the 1985 amendments to the FLSA that allow non-exempt employees to agree to receive compensatory time and a half in lieu of overtime compensation.

The major FLSA amendment provisions are as follows:

- An agency is not required to provide compensatory time to non-exempt employees.
- An employer may choose to pay cash overtime at any time.
- The amendments apply only to overtime earned after 4-15-86.
- Compensatory time for non-exempt employees must be paid at time and a half.
- A cap is set on the amount of compensatory time a non-exempt employee may earn.
- Unused compensatory time for non-exempt employees must be cashed out upon termination.
- Specific procedures must be followed in reaching compensatory time agreements with individual employees and employee groups.
- Provisions of current negotiated union contracts which do not provide this flexibility must be followed.
- The state Compensatory Time and Overtime Policy remains in effect for the administration of compensatory time for employees exempt from the FLSA. While the federal law would allow time and a half compensation in lieu of cash overtime for non-exempt employees, there is no provision to allow exempt employees to receive time and a half compensatory time or a cash out upon termination.

If you have any questions, please call Mark Cress, 444-3927, or Barb Charlton, 444-3983.

SAVINGS BOND DRIVE

The 1986 U.S. Savings Bond drive will begin with the July 30 payroll and officially end August 15. All bond materials are scheduled to arrive in the coordinators' offices by July 23. A training session for all coordinators and canvassers will be held on July 24th from 1:00 - 3:00 p.m. in Room 160 of the Mitchell Building.

Falling interest rates have made Series EE U.S. Savings Bonds a particularly attractive investment this year. While other interest rates have plummeted, savings bonds are guaranteed to pay at least 7.5% interest over the first ten years they are held, regardless of how low interest rates decline. And, as usual, the interest rate for Series EE bonds is market-based, so if interest rates rise, so will the yields on the bonds, with no upper limit.

If you have any questions on savings bonds or on this year's drive, please contact your agency coordinator, as identified by your agency personnel office, or call Sheryl Motl at 444-2032.

POLICY NETWORK MET

Psychologist Bailey Molineux brought both professional and personal perspectives on stress associated with reduction in force to the Personnel Policy Network, May 29. Molineux's presentation was followed by a discussion by personnel officers on concerns with implementing layoffs, if such actions become necessary.

Another topic on the agenda was implementation of the April 17, 1986, Montana Attorney General's opinion and proposed federal regulations to implement the 1985 amendments to the Fair Labor Standards Act. See related Article pg. 1.

The Personnel Policy Network also discussed a redraft of the Disability/ Maternity policy and proposed changes to the system for tracking Veteran's and Handicapped persons hiring preference.

If you have any questions concerning the topics discussed at this meeting, call Barb Charlton at 444-3983.

ANNUAL AFFIRMATIVE ACTION PLANS APPROVED

State agency participation in this year's Affirmative Action planning process has been outstanding. Most agencies have completed their 1986-87 annual plans and are in the process of implementing specific action items.

Agencies used various types of analyses to identify problem areas and have adopted AA plans which address specific areas of underrepresentation. Agency commitment to affirmative action should prove to provide equitable treatment for present and prospective state government employees.

If you have any questions concerning the Affirmative Action planning process, call Linda Rickman, 444-3796.

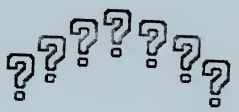
PUBLIC COMMENT PERIOD ENDS JUNE 28 FOR SICK LEAVE FUND RULES

June 28 is the deadline for comments on the proposed sick leave fund rules. The public hearing on the rules was conducted June 19.

Copies of the proposed rules have been distributed to the Sick Leave Fund Advisory Council, agency heads for all branches of state government, personnel officers, legal counsel in all agencies, the Interdepartmental Coordinating Committee for Women, and collective bargaining units. Interested persons can obtain a copy of the proposed rules from any of these representatives in their agencies or by contacting the State Personnel Division.

Comments should be directed to Laurie Ekanger, Administrator, State Personnel Division, Department of Administration, Room 130, Mitchell Building, Helena, MT 59620.

If you have questions about the proposed rules, call Gale Kuglin, 444-3984.



POLICY PURSUIT

QUESTION:

"I was called for jury duty this morning and when I arrived the case was dismissed. Do I need to return to work or do I have the rest of the day off?" Sam asks his supervisor, Doug. "Come on back to the office and I'll find out," he tells Sam. (See answer Pg. 4)

DEFERRED COMPENSATION WITHDRAWALS AND FINAL COMMENTS
(Fifth of a Five Part Series)

An error was made in last month's Deferred Compensation article. A 4% surrender charge is assessed if the withdrawal is made in one lump sum or in periodic or sporadic payment amounts specified by the participant. The 4% surrender charge is not assessed if the withdrawal is made through regular installments over a designated period of at least 36 months. Thus, the current way to avoid a surrender charge is to elect regular payments determined by Nationwide for at least 36 months.

Withdrawal of Funds

One of two things must occur before a participant is able to withdraw the Deferred Compensation funds he has invested.

1. The participant's employment with the state of Montana ends because of death, disability, retirement or termination of employment.

2. The participant experiences an unforeseeable emergency resulting in a financial hardship. This type of withdrawal must be approved by the state.

If a participant is planning to retire in the next few years, he or she should contact Montana Benefits, Inc./G.T. Murray and Company for help in selecting a payout option that best fits the participant's needs. If a participant is not ready to retire and is no longer employed by the state, he or she can let the deferred compensation account(s) accumulate interest until a selected retirement age is reached. Again, the participant should contact Montana Benefits and tell them of plans to delay payout until a later date. In any case, payments will begin during the year a participant becomes 70½, or after his/her state employment is terminated, whichever is later. The state, Montana Benefits/G.T.Murray, and the appropriate carriers must be notified of any participant address changes as these occur.

Benefit payments are at the option of the participant and can take several forms: a lump sum; an amount paid periodically over a fixed time period; or an amount paid periodically over the life of the participant and/or his or her beneficiary.

Once the form of the benefit payment has been selected and payments have started, payments cannot be accelerated, unless the state approves a financial hardship request. Selecting a date for starting benefit payments is another decision that a participant cannot change, unless a financial hardship request has been approved.

Montana Benefits, Inc./G.T. Murray and Company or the State Personnel Division must be contacted if a participant experiences a financial hardship. The state will send the necessary application forms. The U.S. Internal Revenue Service (IRS) provides strict regulations for ruling on financial hardship requests. The state must strictly comply with the IRS regulations, or the IRS could declare the state deferred compensation plan ineligible for deferring taxes until payout. This would make every participant's account taxable as ordinary income. The state administers this hardship provision equitably and in a manner that will protect the tax deferral enjoyed by deferred compensation plan participants.

The carrier is required by law to withhold taxes on any money that is to be paid as benefits to participants. Filling out a W-4 Form will help the carrier decide how much to withhold.

Whenever a participant or beneficiary receives deferred compensation money, that money is subject to taxation. Before retirement, each partici-

pant should plan his or her payouts so that the tax advantage that deferred compensation offers can work best. Also, a participant should consider the tax question if he or she thinks that a financial hardship withdrawal is in order.

Final Comment

Many state employees benefit by having deferred compensation as an important part of their total long-term financial plan. The Personnel Division encourages all employees to find out all they need to know about deferred compensation. Marketing representatives will schedule group meetings to explain the basic concepts of deferred compensation or will arrange individual consultations with employees.

For more information about the plan contact the State Personnel Division, 444-3871, or contact Montana Benefits, Inc./G.T. Murray and Company, 22 6th Avenue West, P. O. Box 603, Helena Montana 59624, phone 443-6398.

READER SURVEY CONDUCTED FOR PERSPECTIVES

The State Personnel Division is updating the mailing list for the Montana Personnel Perspectives. The last page of this issue is a Reader Survey Card. Please detach and return the card, if you wish to continue to receive this newsletter.

If we do not hear from you by September 1, your name will be dropped from the mailing list. To begin receiving the Perspectives again after that time, call Linda Kaiser.

There also is a space on the survey card to add the names and addresses of additional managers who would like to receive the Perspectives.

If you have questions, call Linda Kaiser, 444-3794.

STAFF CHANGES

Ginny Kalchbrenner is the new Office Manager in the State Personnel Division. Ms. Kalchbrenner was previously employed by the Tort Claims Division as an Administrative Secretary.

Ms. Kalchbrenner's telephone number is 444-3872.

Art Berube is the new Systems Analyst in the State Personnel Division. Mr. Berube was previously employed by Dynalink Inc. in Riverton, Wyoming, as a senior Systems Analyst designing computer software.

Mr. Berube's telephone number is 444-3856.

POLICY PURSUIT

ANSWER:

Doug's personnel officer will refer him to the agency's policy on Jury Duty and Witness Leave. If there isn't an agency policy, the personnel officer will go to the Montana Operation's Manual, Volume III, to the Jury Duty and Witness Leave Policy (Policy 3-0322).

If Sam is taking jury duty leave, he should return to work, since that leave only is approved for the time that the employee is serving on a jury. If he wants to receive his regular pay for jury duty leave, he must turn over his juror's fees to the agency.

Sam could take an annual vacation leave day or leave without pay for that day he is called to jury duty. He would keep his jury duty fees, be on approved leave and does not need to return to work. The same principles apply when an employee serves as a witness.

For further information about Jury Duty and Witness Leave, call your agency personnel officer or Linda Kaiser at 444-3794.

STATUS OF STATE DEFERRED COMPENSATION ACCOUNTS

Options	Deferrals Last 3 Months	Account Balance As of 4/30/86	* Number of Individual Accounts
Old Money		$ 4,373,122	1,750
S & L Money		165,465	57
New Money	$ 4,830,957	21,559,496	4,033
Total Fixed	$ 4,830,957	$26,097,083	4,033
Nationwide Fund	$ 7,181	243,582	61
Seligman Growth	7,884	38,548	16
Putnam Investors	75,981	803,466	303
Mass. Investors Growth	4,495	37,054	26
Money Market/MIF	44,795	288,448	407
Mass. Fin. High Income	63,939	492,530	215
Mass. Capital Development	379,813	2,636,989	745
Fidelity High Income Fund	3,084	22,330	10
Fidelity Equity Income Fund	51,325	241,172	71
Twentieth Century Growth Fd	87,839	425,165	129
Total Variable	$ 726,336	$ 5,229,284	1,189
Total Nationwide	$ 5,557,293	$ 31.326,367	4,270
North American Life & Casualty	$ 15,980	INSURANCE	67
ITT	$ 1,922	INSURANCE	9

* Figures include active and inactive participants and participants with more than one account as of April 30, 1986.

In April, 1986, there were 2,626 active participants and 1,644 inactive participants with account balances remaining.

The average monthly contribution per active participant is $176.

The total of the fixed and variable account balance has increased from $24.3 million to $31.3 million in the last twelve months.

INCENTIVE AWARDS PRESENTATION

On June 9 at Gillis Aviation in Billings, Governor Ted Schwinden presented cash awards to two state employees for ideas expected to benefit state government.

Nancy Beth Bloom received $250 for her suggestion to place a blanket purchase order for drug supplies by a specified date in order to beat a price increase. Ms. Bloom is a lifeskills attendant for the Department of Institutions in Billings.

Mary Lou Feller received a $25 award for her suggestion to keep a rolodex listing of useful information available at the receptionist's desk to assist office personnel. Ms. Feller is a human services aide for the Department of Social and Rehabilitation Services in Hardin.

A second award presentation took place on June 17 in the Governor's reception room. Governor Schwinden presented cash awards to three state employees for their beneficial ideas.

Mary Turner received a $25 award for suggesting that the staff at Montana Developmental Center formulate "fire teams", to insure the safety of residents during emergencies. Ms. Turner is a rehabilitation aide for the Department of Institutions in Boulder.

Gordon L. Reber suggested a modification procedure in the handling of compensation and medical payments. Reber, who is an administrative clerk for the Division of Workers' Compensation, received a $25 award for the suggestion.

Virgil Albertson, a former Department of Institution's employee, suggested updating the wiring in the dining hall and adjoining areas at Montana State Prison. The state will save an annual savings of $2,315 by implementation of this suggestion, thus making him eligible for a $230 award. Mr. Albertson was a correctional food service supervisor at Montana State Prison at the time he submitted the suggestion. Mr. Albertson retired from the Department of Institutions a few months ago and now resides in Coeur D'Alene, Idaho.

These presentations bring the total number of state employees earning monetary awards under this program to forty.

For information call Joe Michaud, 444-3887, State Personnel Division, Department of Administration.

HEALTH PROMOTION WEEK - 1986

Health Promotion Week was a smashing success. Each year participation increases and 1986 was no exception. 472 employees attended the various seminars throughout the week in Helena, Butte/Silverbow, the Galen and Warm Springs Campuses, and in Billings. Blood pressure readings were done for 163 employees. Two hypertensives were found. That in itself is a savings to the state. The estimated cost of an undiagnosed hypertensive over his/her employment period is $75,000. The health promotion program is working to create a healthy employee population and to reduce health care cost.

Employees who participated in the week's activities have indicated interest in stress management and exercise in the work place. Stress management classes will be offered periodically and exercise classes are ongoing at the Department of Natural Resources, the Department of Highways, and the State Library.

If you have any questions, call Mike Arnold at 444-3946.

SEMINARS OFFERED ON HIRING AND FIRING

Hiring and firing. Two seminars are offered to aid managers in taking these actions. They are called, "How Do You Hire the Best People and Uphold Equal Opportunity?", and "What is Wrongful Discharge and Why Do You Keep Reading About It In The Paper?"

The first seminar will identify and describe the important elements of Equal Employment Opportunity requirements and how they affect the recruitment and selection process. Topics covered will be the changing employment environment, the changing legal relationships, laws, regulations and executive orders, recruitment and selection and sexual harassment prevention.

Linda Rickman, EEO coordinator, State Personnel Division, will conduct the seminar. The local job service manager from the city or town where the seminar is offered will assist.

The second seminar will define wrongful discharge and employment-at-will, and will assist mid-level managers, personnel officers and attorneys to avoid mistakes while maintaining an effective discipline system. Topics covered will be avoiding wrongful discharge, historical overview, defining wrongful discharge, and the situation in Montana.

John Moore, management training specialist, Professional Development Center, will conduct this seminar.

The State Personnel Division will conduct the EEO, Recruitment and Selection, and the Avoiding Wrongful Discharge seminars in various locations throughout Montana. A tentative schedule is as follows:

Location	Date
1. Kalispell	6-26-86
2. Billings	7-10-86
3. Helena	8-12-86
4. Great Falls	8-14-86
5. Missoula	8-21-86
6. Bozeman	8-26-86
7. Butte	8-28-86

For more information on this or other classes, call 444-3985, Linda Rickman at 444-3796, or John Moore at 444-3749.

NEW FEDERAL LAW (COBRA) EXTENDS EMPLOYEE BENEFITS

New federal legislation (the Consolidated Omnibus Budget Reconciliation Act known as COBRA) extends group employee health coverage to employees and dependents who lose eligibility because of lay-off, termination of employment or other disqualifying events. The act requires group employee health plans (with 20+ employees) to allow individuals who lose plan eligibility to buy at least 18 months of continued coverage.

Failure to allow continued coverage disqualifies the employer from receiving federal tax deductions for employer contributions to the plan.

Continued health benefits must be the same as those provided active employees and dependents and must be provided at no more than 102% of normal premiums. Notice of continuation of coverage rights must be provided to eligible employees and spouses. Coverage may be terminated if the beneficiary fails to pay premiums or the beneficiary becomes covered by another plan upon reemployment, remarriage or attainment of medicare eligibility.

The effective date of COBRA for the state's benefit plan is September 1, 1986. Until that time, continued self paid coverage of up to 12 months will be offered to laid-off employees as currently provided by the plan.

For further information, call Joyce Brown, 444-2553.

TO: Recipients of the Montana Personnel Perspectives

FROM: Linda Kaiser, Personnel Policy Coordinator

DATE: June 20, 1986

SUBJECT: Reader Survey Card

We are updating the mailing list for the Montana Personnel Perspectives.

Please detach and return the reader survey card below. Indicate whether or not you want to continue to receive the Perspectives. Your mailing label is attached. Make any corrections on the label. You also may add the names and addresses of other managers who would like to receive the Perspectives.

If we do not hear from you by September 1, your name will be dropped from the mailing list.

If you have questions, please call me at 444-3794. Thank you for your cooperation.

Reader Survey Card

Please complete and return this form no later than September 1, 1986 to:

Linda Kaiser
State Personnel Division
Department of Administration
Room 130, Mitchell Building
Helena, Montana 59620

1. I want to continue to receive Montana Personnel Perspectives:

   ____ Yes ____ No

2. The following persons should be added to the mailing list:

   Name _____
   Address _____
   _____
   Zip _____

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PAY FREEZE BILL IS PASSED

House Bill 31 which freezes state employees' salaries at fiscal year 1986 levels was passed by the special session of the legislature and signed by Governor Schwinden.

The freeze is effective until July 18, 1986. If the state's unions do not renegotiate 95% of the contracts by that date, employees will receive all scheduled pay increases provided in the '87 pay matrix retroactively. However, agencies will not receive additional funding beyond the Fiscal Year 1986 level.

At press time, none of the unions has agreed to renegotiate their contracts.

For further information concerning HB31, call your personnel officer, or Rod Sundsted at 444-3892

SICK LEAVE FUND RULES MOVE TO ADOPTION

Ten persons testified on the proposed sick leave fund rules at the public hearing June 19. A summary has been prepared of the testimony and written comments received by the Department of Administration.

Major areas of concern with the proposed rules are the size of the benefit available, the exclusion of the use of grants of sick leave to care for immediate family members, the five-day leave without pay period following exhaustion of all paid leave, and appeals. The department will publish its response to these concerns when the notice of rule adoption is published by the Secretary of State.

For further information about adoption of the proposed rules, call Gale Kuglin, 444-3984.

UP TO $10,000 FOR MONEY SAVING IDEAS SUBMITTED BEFORE NOVEMBER 1

Employee suggestions may be worth up to $10,000 -- but only until November 1. Governor Schwinden signed HB37 passed by the Special Session, which raises the maximum incentive award for successful suggestions from $1,500 to $10,000.

During the Special Session and in the next regular session, the Legislature is looking for ways to save money. This bill generously rewards employees who come up with solutions. The Legislature anticipated a great deal of employees' own time going into researching significant cost savings ideas. This award amount compensates such an effort. If funds to pay awards are unavailable or restricted, agencies may request an appropriation from the 50th Legislature to pay such awards.

These provisions became effective July 10th and remain in effect only until November 1, 1986. Ideas must be received by the State Personnel Division on the day of the bill's signing until and including October 31, 1986, to be considered for the significantly higher award amount of $10,000. Encourage your employees to take advantage of this limited opportunity.

For further information, call Joe Michaud at 444-3887.

Reminder

Reader Survey Cards are due September 1st

Return them to: Linda Kaiser, State Personnel Division

GROUP LIFE INSURANCE SETTLEMENT OPTIONS AND BENEFICIARY ARRANGEMENTS

This is the first of a series of articles on State Employees Benefits. The series is designed to focus attention on benefit options and promote wise use of a valuable asset. The series will cover life insurance first, followed by health and dental benefits.

Many people assume that life insurance benefits are always paid in a lump sum. Currently the state's life insurance carrier, Northwestern National Life Insurance Company, allows the beneficiary of life insurance proceeds four ways to receive the money: (1) leaving the proceeds with Northwestern National Life Insurance Company for five years at a guaranteed interest rate of 12% compounded annually; (2) receiving periodic interest payments accruing at the same 12% compounded annually; (3) receiving periodic payments of proceeds and interest guaranteed at 12% in equal installments over ten years; or (4) receiving periodic payments of proceeds and interest at 11.5% in equal installments over five years. The amount of proceeds received are not taxed as income, but the interest earned is taxable.

Lump sum insurance proceeds are popular because they allow maximum flexibility. For example, they can be used to purchase annuities providing income for life. Tax liability, income amounts, interest rates, and other annuity provisions vary with the issuing company and annuity types. Insurance proceeds received in one lump sum may not always be the best choice. There are case histories of individuals receiving large amounts of proceeds which are mismanaged.

By listing primary and secondary beneficiaries, the insured may believe his or her wishes regarding payment of the insurance proceeds will be carried out.

But, under some conditions, insurance proceeds could be diverted to someone other than the intended beneficiaries or end up in an estate, subject to estate taxes and creditor claims to the extent permitted by law.

For example, a husband and a wife with no children are involved in an automobile accident. The husband dies, listing the wife as the primary beneficiary of his life insurance proceeds. The wife dies simultaneously or within 15 days after her husband, and before satisfactory due proof of his death has been received at the company's home office. The proceeds will be paid as if the wife (the beneficiary) had died before the husband (the insured). The proceeds would go to a secondary beneficiary; if listed. The husband's wishes would be carried out.

But, if the wife dies 15 or more days after her husband, the proceeds would not go to a secondary beneficiary, in this case to the husband's brother. Instead, the proceeds go into the estate of the wife. The wife's sister is her heir. The sister receives what is left of the proceeds after estate taxes and creditor claims. This scenario can be prevented by making the proper designations before the fact.

The situation described can be avoided and the insured's wishes carried out. Insureds (employees and their spouses) can and should make arrangements for the distribution of life insurance proceeds. The desired distribution can be made through the proper beneficiary arrangements. Large amounts of money are usually involved and beneficiary designation should not be taken lightly. Possible beneficiary arrangements are infinite and require careful thought and adherence to a couple of rules of thumb.

Rule 1: Keep beneficiary designations updated.

If an insured remarries he or she should be sure the beneficiary arrangement is correct. Children born to the insured are a reason for an update. If a parent dies, the insured employee should check his or her beneficiary arrangement to make sure that parent is not listed as a beneficiary. Any major change in an insured's life or those around the insured is cause to be sure the beneficiary arrangement for the distribution of insurance proceeds is as desired. The proceeds will be distributed exactly as indicated by the beneficiary arrangement. If there is no living beneficiary, the proceeds will become a part of the deceased's estate.

Rule 2: Consider alternatives to standard "primary," "secondary" designations.

If an insured dies and the proceeds pass to a primary beneficiary who subsequently dies, those proceeds will not automatically pass to a secondary or other contingent beneficiary. As in the example, the proceeds will most likely end up in the primary beneficiary's estate and/or be distributed in accordance with the primary beneficiary's wishes regarding his or her estate.

Northwestern National Life Insurance Company offers a trust option, which consists of leaving the insurance proceeds in the trust of the company. Income from the trust is provided to a beneficiary for life. Trusts can also be set up through banks. An example of the distribution of proceeds would be: to provide income to the deceased's spouse for life; and on the death of the spouse to their children to share equally; on the children's death to grandchildren. Under this type of arrangement the proceeds are protected from passing to an unintended beneficiary, and can be protected from being drawn out in a lump sum and mismanaged if that is a concern.

For more information call Mike Arnold, 444-3946.

PERSONNEL POLICY NETWORK TO MEET

The Personnel Policy Network will meet Tuesday, July 29, 1986, in the State Personnel Division Conference Room, to discuss: the results of the special session relating to personnel issues; the sick leave fund rules; the draft disability/maternity policy; proposed revisions to the compensatory time and overtime policy; and assistance needed with work force reductions.

If you have any questions, call Barb Charlton at 444-3983.

EQUAL EMPLOYMENT OPPORTUNITY CONFERENCE TO BE HELD IN SEPTEMBER

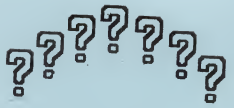
The sixth Annual State Equal Employment Opportunity (EEO) Conference will be held in Helena, September 24 and 25, 1986. The Conference is sponsored by the State Personnel Division, Department of Administration.

The Conference will feature a number of subjects of interest to managers, attorneys, personnel professionals, and officials involved in making employment decisions.

Topics include: New Directions at EEOC and in the Courts; A Summary of Recent Developments; Termination of Public Employment; Internal Grievance Procedures; Preventing Wrongful Discharge; Recruitment and Selection; and Disability Issues and Workers' Compensation.

Details on the Conference will appear in the next issue of this newsletter.

If you have questions pertaining to the conference, call Linda S. Rickman at 444-3796, or Tewolde Habtemicael at 444-3886.



POLICY PURSUIT

QUESTION:

Marcia works for a state agency and has been on an approved leave of absence without pay for five days. She returns to work from the leave without pay the day after a state holiday. Should Marcia be paid for the holiday?

ON THE ROAD AGAIN!

The combined team of Linda Rickman, EEO Coordinator, State Personnel Division, and John Moore, Professional Development Center, are "On the Road Again" with a series of seminars around the state.

Ms. Rickman is presenting EEO, Recruitment and Selection while Mr. Moore is giving a seminar in Preventing Wrongful Discharge. The two seminars are aimed at managers, personnel officers, and others who want to hire the best qualified employee and comply with the EEO regulations governing hiring procedures and methods; and those who want information on the rules and regulations that apply when terminating employees.

These seminars are open to anyone at a cost of $50 for the EEO, Recruitment and Selection class and $60 for the Preventing Wrongful Discharge seminar.

Here is the schedule for the "road show": August 14 in Great Falls, August 21 in Missoula, August 26 in Bozeman, and August 28 in Butte.

For more information regarding these and other classes offered by the Professional Development Center, call 444-3985.

OF SPECIAL INTEREST TO WOMEN

The Professional Development Center is offering three seminars of special interest to women during the coming weeks.

Women's Health Issues will be presented by the staff and doctors from St. Peter's Community Hospital on July 23 in the Yellowstone Room, Montana Training Center, DNRC Building, beginning at 8:30 a.m. This seminar will cover many of the most frequently asked questions concerning health issues, ranging from osteoporosis to P.M.S. Cost of the program is $35.

Strategies for Women Who Work is a popular seminar presented by Vondene Hopkins, a private consultant who "has been there." This seminar identifies work-related frustrations common to women and develops concrete strategies for solving problems at work. It will be from 8:30 a.m. to 4:30 p.m., August 13, in the Glacier Room, Montana Training Center. Cost is $65.

Your Diet and Your Health is not just for women! This all-day class is intended for anyone who is trying to watch what they eat but still have to live and work in the "real world." Cindy Brown, dietician from St. Peter's Community Hospital will present this class and give new insight into what to eat in restaurants, at picnics and parties, and wherever you find yourself, and still be a healthier you. The class will be from 8:30 a.m. to 4:30 p.m., August 20, in the Glacier Room, Montana Training Center. Cost is $35.

All of these classes are open to anyone. For more information regarding these and other classes offered by the Professional Development Center, call 444-3985.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features a consultant-instructor who is providing seminars or workshops under the auspices of the P.D.C. These are Montanans teaching Montanans for the betterment of state and local government.

Bob Marsenich is a native Montanan and is a graduate of the University of Montana. In 1979, Bob and his wife Karen, established Metamorphosis, a management consulting and counseling firm in Missoula.

He has done consulting for numerous organizations throughout the northwest and trained managers, supervisors and employees in such topics as organizational development, communication skills, personal effectiveness, time management, leadership styles and strategies, team building, managing change and motivation.

Mr. Marsenich is author of The Steps of Change, about how individuals and organizations change; and The A.M. Exercise Workbook, a systematic strategy for increasing self-motivation and goal achievement. He has a "strong belief in human potential" and sees the human resource as "the segment of the organizational environment which holds the solutions to problems." His lectures, workshops, consulting, and writing are designed to tap this potential.

When interviewed for Montanans Teaching Montanans, Mr. Marsenich said, "We have open wheat lands, grazing, forests, coal, oil, and minerals. We have the beauty of the wild rivers and mountain ranges and any number of ways to retreat into the natural isolation of the Montana environment. But, we sometimes forget Montana's most valuable resource--its people. Without this resource being developed effectively our other resources will become worn and used ineffectively. Therefore, the efforts any organization makes to train and develop its people gives us all a future return on that investment."

Mr. Marsenich will be offering his four-hour seminar A.M. Exercises on Wednesday, August 27 in the Yellowstone Room, Montana Training Center, DNRC Building, beginning at 10 a.m. Cost of this interesting and thought-provoking seminar is $48.00.

POLICY PURSUIT

ANSWER:

According to the state policy on Holiday and Holiday Pay (3-0325), a full-time or part-time employee is eligible to receive holiday pay, if the employee is in a pay status on the last scheduled working day before the holiday is observed or is in a pay status on the first scheduled working day after a holiday is observed.

The state policy on leave of absence without pay (3-0330) also provides that an employee who returns to a pay status from a long-term leave of absence without pay the day after a holiday is observed is not eligible to receive any holiday pay or leave. A long-term leave without pay is defined as 15 days or more.

In this case, Marcia was on a short-term leave of absence. She would be eligible to receive holiday pay since she worked the day after a state holiday.

For further information about Holidays and Holiday pay, call your agency personnel officer or Linda Kaiser, 444-3794.

PROFESSIONAL DEVELOPMENT CENTER

THREE OTHER CLASSES SCHEDULED BY P.D.C.

Pre-retirement Seminar. Another popular Pre-retirement Seminar will be conducted by the Professional Development Center on August 5 and 6 in Room 114, Coach House Inn East, Helena. This two-day seminar will focus on mental and physical adjustments to approaching retirement. Included will be practical sessions regarding Social Security, insurance, and other financial matters. Cost of the seminar is $65. Spouses of government employees are encouraged to attend free of charge.

Managing Your Career is a seminar conducted by the firm of Boyer and Dimich Associates of Billings. It will focus on the methods used to assess where you are and where you are headed in your career. Self assessment and goal setting with a look at national trends are important elements of this day-long seminar to be conducted from 8:30 a.m. to 4:30 p.m., August 12, in the Glacier Room, Montana Training Center. Cost is $65.

Investigative Report Writing taught by Clarice Robinson Cox, will be offered August 19, from 8:30 a.m. to 4:30 p.m., in the Glacier Room, Montana Training Center. Mrs. Cox recommends that for fullest benefit, participants submit a censored copy of a recent investigation report they have completed so that one-on-one help can be given. Cost of the seminar is $65.

For more information regarding these and other seminars offered by the Professional Development Center, watch for flyers, the annual course catalog due out in September, or call 444-3985.

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"INTERVENTION AND PREVENTION"

The sixth Annual State Equal Employment Opportunity (EEO) Conference entitled "Intervention and Prevention" sponsored by the State Personnel Division, Department of Administration, will be held in Helena, at the Coach House East, 2101 11th Avenue, September 24 and 25, 1986.

The Conference will feature a number of subjects of interest to managers, attorneys, personnel professionals, and officials involved in making employment decisions.

Topics and Speakers include:

For How Long Do We Need Affirmative Action?
Samuel Krislov, Professor
Political Science Department
University of Minnesota.

New Directions in the Courts?
A Summary of Recent Developments.
Ann MacIntyre, Administrator
Human Rights Commission.

Internal Grievance Procedure
Kathleen Holden, Attorney
State Personnel Division.

Good Faith and Fair Dealings
How Does it Mesh With Employment Discrimination Laws?
LeRoy Schram, Chief Legal
Counsel, Montana University System.

Preventing Wrongful Discharge
The Employers Arena - No Longer at Will.
John Moore, Development Specialist,
Professional Development Center, State
Personnel Division.

What You Should Know About Workers Compensation - Employers' Awareness.
Norman H. Grosfield, Attorney at Law,
and
William R. Palmer,
Assistant Administrator, Workers
Compensation Division.

Monitoring Compliance
Paul Smith, Director
Salt Lake City Area Office
Office of Federal Contract Compliance
Program.

For further information, call Linda (Rickman) Davis at 444-3796 or Tewolde Habtemicael at 444-3886.

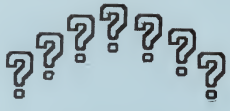
PUBLIC HEARING ON DISABILITY (MATERNITY) RULES September 18, 1986

Proposed rules on leaves of absence due to disabilities, including maternity leave, have been formally noticed for adoption as administrative rules. A public hearing to receive comments on the proposed rules is scheduled at 12:15 p.m. Thursday, September 18, in Room 136, Mitchell Building. Written comments may be submitted to State Personnel Division Administrator, Lauric Ekanger until September 25, 1986.

The proposed disability (maternity) rules are intended to establish consistent minimum standards in the areas of:
leave requests and approval; medical certification; maternity leave; reasonable accommodation of an employee's handicap; and, discharging a disabled employee.

Both disability and maternity cases are addressed in the same rules because the federal Pregnancy Discrimination Act of 1978 (PDA) requires that pregnancy and pregnancy-related illnesses be treated on an equal basis with other medical conditions. The rules were proposed in response to concerns expressed by agency directors, personnel officers and employees regarding inconsistency in the administration of disability and maternity cases.

For further information, or a copy of the rules, contact Barb Charlton at 444-3783.



POLICY PURSUIT

QUESTION:

Steve, who has worked for a state agency for 4 months, requests paid military leave. Since Steve has not completed his probation period, is he eligible to receive paid military leave?

PROFESSIONAL DEVELOPMENT CENTER

PERSONNEL POLICY NETWORK MEETING

The administration of the sick leave fund and direct grants of sick leave were explained at the July 29 meeting of the Personnel Policy Network. The new state program allows employees to share and pool sick leave credits. The system for donating sick leave to the fund, receiving grants from the fund, making direct grants of sick leave between employees, and draft vouchers were reviewed.

Other topics discussed at the meeting were the increase in the maximum award amount for incentive awards, reduction in work force issues, redraft of the disability policy, and proposed changes to the state's compensatory time policy.

The Personnel Policy Network will meet again at 9:00 a.m. on Wednesday, September 17, 1986 in Room 136, Mitchell Building. This meeting will be held to discuss comments received on the proposed changes to the Compensatory Time and Overtime Policy (3-0210) and concerns about administering compensatory time now that the state follows the federal Fair Labor Standards Act and its regulations for non-exempt employees.

If you have any questions concerning the Personnel Policy Network meetings, call Barb Charlton at 444-3983.

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GROUP LIFE INSURANCE - MORE ON BENEFICIARY ARRANGEMENTS AND ASSIGNMENT OPTIONS

This is the second article of a series on Employee Benefits. Next month's article, the last on life insurance, will be "Considerations in Determining What, How Much, Elective Life to Take."

All state employees are provided with $10,000 of term life insurance - the State's core benefit plan-at no out of pocket cost. Although no one likes to contemplate his/her own death, careful thought should be given to beneficiary designations to assure that this substantial sum (and any elective insurance proceeds) goes to the desired individuals in the event of death. All employees who have not checked their beneficiary designations lately should take this opportunity to do so, bearing in mind the information provided in this and last month's articles.

Beneficiary Arrangements

Life insurance proceeds are paid out to designated beneficiaries in the following order: a) beneficiaries designated as primary; b) beneficiaries designated as first contingent; c) beneficiaries designated second contingent, etc. Should one beneficiary class (primary, 2nd contingent, etc.) include more than one person, any proceeds are equally split between beneficiaries in the class unless otherwise provided.

When the beneficiaries are minor children, proceeds are paid to their legal guardian. The guardian has complete discretion over the funds unless appointed by the court with an obligation to administer them in trust for the children. As described in last month's article, alternate trust arrangements can be set up through Northwestern National Life.

If no designated beneficiary survives the Insured, proceeds will be paid to the following relatives in he order listed: the Insured's (a) spouse; (b) children; (c) parents. All proceeds are paid to a surviving spouse. If none exists, all proceeds are split equally among surviving children. In the absence of children, all proceeds are paid to surviving parents. If none of these survivors exist, the benefits will be paid to the estate of the insured.

In the absence of named beneficiaries, the company may rely on an affidavit or other appropriate evidence to determine the identity or the non-existence of the above relatives not identified by name who become default beneficiaries. Any payment made by the company in reliance upon this evidence is considered a valid discharge of the company's obligation.

Assignment of Benefits

Employees may not be aware of the assignment provision in their life and accidental death and dismemberment insurance.

Absolute assignment of life insurance transfers ownership and is most commonly used to reduce estate taxes. The current Federal Estate Tax deduction is $600,000.00. An insured with an estate under that amount would not realize tax benefits, in most cases, from an absolute assignment. Those over that amount could benefit.

Insurance proceeds are not taxed as income to a beneficiary. However, they are treated as though they went into the estate of the deceased for purposes of estate taxes if the insured possessed any "incidence of ownership" in the policy at death. The Internal Revenue Service considers the right to change a beneficiary as an "incidence of ownership."

So, to keep insurance proceeds out of an estate, absolute assignment should be considered.

Absolute assignment can also be used to transfer ownership to beneficiaries at or close to retirement.

This serves to shift the decision of whether to convert to an individual plan and shift the premium obligation to beneficiaries - in most cases older children.

The state life insurance contract with NWNL provides for absolute assignment to an Insured's spouse, children, parents, or a trust established for their benefit.

Absolute assignment involves transfering all rights, including,

a) the right to change the beneficiary (except that an irrevoeable beneficiary designation may not be changed without the irrevocable beneficiary's consent), and

b) the right to have issued an individual policy of life insurance on the Insured's life under the Conversion of Life Insurance Provision.

An absolute assignment also means that, under the terms of the Group Policy, proceeds that are payable to the Insured or the Insured's estate will be paid to the assignee. All other benefits will be paid to the beneficiary (not to the assignee, unless the assignee is also the beneficiary).

For further information on current beneficiary designations and procedures for updating them, contact your payroll clerk. For other information, contact Joyce Brown at 444-2553 or Mike Arnold at 444-3946.

Reminder

Reader Survey Cards are due September 1st

Return them to: Linda Kaiser, State Personnel Division

SICK LEAVE FUND IN OPERATION

Employees may now join the Siek Leave Fund and make direct grants of sick leave to other employees. The rules adopted to administer the fund were effective August 1. Copies of the rules have been distributed tc all holders of the Montana Operations Manual, Volume III. (See Policy 3-0311.)

The Sick Leave Fund is a pool established to accept and distribute hours of sick leave to participating employees who suffer an extensive illness or aecident. Participation in the fund is open to employees of all branches of state government.

In addition, employees may now transfer siek leave directly to another employee who has suffered an extensive illness or accident, and may receive direct grants themselves.

Only hours of leave are transferred between employees; no funds are attached to the hours. The agency where the employee works pays from its existing grant from the fund or budget, for any sick leave granted to an employee under this program.

To become a member of the fund, and employee contributes 8 hours of personally accrued sick leave. Contributions and benefits are pro-rated for part-time employees.

The rules deserihe theeligibility requirements to make or receive direct grants and grants from the Sick Leave Fund.

Copies of the rules and the forms neeessary to join the fund, to reeeive a grant from the fund and to make or receive direct grants are available from the agency personnel officers. For additional information, call your ageney personnel officer or Cale Kuglin, 444-3984, or Linda Kaiser, 444-3794.

LEGISLATURE '87 SEMINAR SERIES CONTINUES

The Professional Development Center will continue the Legislature '87 seminars this coming month with Issues on September 16 followed by Presenting on September 30. Dr. Lauren McKinsey of Montana State University will conduct the Issues portion regarding the relationship between the executive and legislative branches and the specific issues facing the 1986 Legislative session.

Presentation will call upon several legislators and others concerning effective methods for presenting testimony to legislative subcommittees and committees. It will discuss past and present practices, with an emphasis on the methods and politics of preparing for a subcommittee hearing.

Cost of the entire seminar series is $155.00; however, those desiring to attend only one of the series are charged $55.00.

For further information, call the PDC at 444-3985.

Course Highlights from PDC

Strategies for Women Who Work, 8:30 a.m. - 4:30 p.m., September 10, Outlaw Inn, Kalispell. This seminar focuses in on the work-related frustrations common to women and helps them develop practical, concrete strategies for solving problems on the job. Vondene Hopkins, Management Consultant, is the seminar leader. Cost is $65.00.

Wellness for a Better You, 9:00 a.m. - 4:00 p.m., Glacier Room, Department of Natural Resources and Conservation, September 11. This class will give participants some positive tools for managing their individual health risks, and understanding the need for sensible nutrition, exercise and control of stress. The seminar will be conducted by medical professionals on the staff of St. Peter's Community Hospital. Cost is shared by the state Well, Well, Well Program and is $35.00

Managing Conflict, 8:30 - 4:30, Glacier Room, Department of Natural Resources and Conservation, September 16. This popular seminar is aimed at managers and supervisors who want to sharpen their skills in identifying and resolving conflicts that arise in the workplace. John Moore of the PDC staff is the seminar leader. Cost is $55.00.

Media Relations, 8:30 - 5:00, Glacier Room, DNRC, September 18. Intended for anyone who may have contact with the media; radio, television or newspaper. It focuses on what your rights and responsibilities are in an interview situation and teaches how to control the contact for your own benefit. John Camper of the PDC staff is the seminar leader. Cost is $65.00.

POLICY PURSUIT

ANSWER:

According to the state policy on Military Leave (3-0321) a permanent, seasonal or temporary employee, who is a member of the organized state militia or the military forces of the United States and who has completed the qualifying period, is eligible to receive up to 15 working days per calendar year of paid military leave. The qualifying period is a 6-calendar month period of continuous employment.

The state policy also provides that an employee who has not completed the qualifying period is not eligible to receive paid military leave; however, under federal law, the employee must be given leave without pay to attend encampments, cruises, or other similar training. The employee must be reinstated following the training period.

In this case, Steve would not be eligible to receive paid military leave. He must, however, be given leave without pay provided he presents the appropriate military orders.

For further information about Military Leave, call your agency personnel officer or Linda Kaiser, 444-3794.

MANAGING WORK-RELATED STRESS

Everyone experiences stress at one time or another, but when stress affects an employee's job performance, employers pay many of the related costs. A paper prepared for the Washington Business Group on Health indicates that workers perceive stress to be a major problem at work. In addition, workplace stress affects employers by increasing health care costs and lowering productivity. (Stress Management in the Workplace, Washington Business Group on Health, 229¾ Pennsylvania Avenue, S.E., Washington, D.C.)

Most stress management programs focus on what the individual workers can do to manage personal stress. However, employers who are aware of the proper type of work environment can improve working conditions to help employees deal with stress. According to the report, workplace stress can be reduced by creating an environment in which employees:

- feel challenged;
- are involved and committed to the organization's goals, and
- sense a reasonable degree of control over work decisions.

The report notes that these are the same qualities that are associated with increased performance at work. While stress has some value - and may even serve as a source of challenge and inspiration - the three characteristics discussed above can enable employees to avoid the "downside" of workplace stress.

Employees can be taught to manage stress and minimize its negative consequences. Two major preventive techniques are common to stress management programs. The first emphasizes self-care, using techniques such as relaxation to maintain personal health. The second technique teaches employees to recognize sources of stress and to improve personal behavior in response to stressful situations.

The report notes that most stress management programs are begun because employees sense a need for them and request them. Programs begun under these circumstances generally are well attended and positively received. Moreover, a significant growth in the use of stress management programs is certainly feasible, and appears very likely, according to the report.

The Professional Development Center currently has two classes aimed at handling stress on the job.

A M Exercises, August 27, in the Yellowstone Room, Department of Natural Resources and Conservation, aimed at employees who want to keep motivated and reach for their highest potential. This four hour course is led by Bob Marsenich of Metamorphasis Consulting Firm. Cost - $48.00.

How to Keep Your Job from Making You Sick, September 9, in the Yellowstone Room, DNRC Building. This is a day-long stress management course that will be held under the auspices of the Lewis and Clark County Health Department. Cost - $35.00.

For further information, call John Camper at 444-3774.

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PLEASE RETURN

LIFE INSURANCE - WHAT AND HOW MUCH

This is the third article of a series on Employee Benefits. Next month's article will be on dental insurance.

The State plan provides $10,000 of term insurance (Plan A) on each employee's life as part of the employee's core benefit package. Since this is automatic (unless waived), the employee's only concern is making the most of it through appropriate beneficiary arrangements - discussed in previous articles.

The State Benefit Plan also offers elective term life on the employee and on dependents plus accidental death and dismemberment insurance at competitive group rates. Each employee should periodically review the life insurance available through the state; assess how much he/she will need and can afford; and determine whether state group term insurance is the best buy. To assist you, this article reviews life and accidental death and dismemberment insurance available through the state and some common considerations in deciding what and how much to take.

Elective Life and Death and Dismemberment Insurance Available Through the State. Employees can obtain the following benefits by self-paying the premium and by applying state contribution dollars in excess of those needed for core benefits ($13.80 effective November 1) to the premium costs.

Plan B - Basic and Supplemental Dependent Life - Basic dependent life covers a spouse's life for $2,000 and each child's life for $1,000. A supplemental benefit covers the spouse's life for an amount up to 50% of the total amount of life insurance the employee carries under Plans C and D.

Plan C - Optional Life - Covers the employees life for an amount up to one times the employee's basic annual earnings rounded to the next higher thousand dollars.

If you are not enrolled in Plans B or C within 31 days of eligibility, later enrollment is subject to approval by Northwestern National Life based on satisfactory evidence of your good health. You must complete an evidence of insurability form when you apply.

Plan D - Supplemental Life - Covers the employee's life for up to $100,000. The employee can take as many $5,000 units of coverage as desired up to $100,000 provided he or she: a) is enrolled in Plan C; and b) is approved by Northwestern National based on satisfactory evidence of good health.

Plans B, C, and D, and the core plan (A), all provide term insurance which are payable only in the event of death. There is no accumulation of cash value as in whole life or universal life insurance, neither of which are offered through the state. However, term insurance is generally substantially less expensive than these other forms of insurance. Costs per thousand dollars of whole or universal life typically range from 28¢ to 35¢ for a 30 year old. Cost per thousand dollars of term insurance typically range from 9¢ to 15¢ for a 30 year old. The state's group term rate per thousand dollars of coverage are:

Under 30	$ .06
Under 40	$ .09
Under 50	$ .20
Under 60	$ .55
Over 60	$1.18

Plan D - Accidental Death and Dismemberment (D&D) - provides up to $200,000 in benefits only in the event of death or dismemberment through accidental means. Accidental Death and Dismemberment does not provide benefits for death from natural causes. Employees may take up to $200,000 in D&D coverage in $25,000 units, not to

exceed 10 times their annual earnings. They may take D&D coverage on their spouse in an amount up to 50% of their own D&D coverage or 40% if children are covered. They may take D&D coverage on their children in an amount equal to 10% of their own coverage or 5% if the spouse is covered. No evidence of good health is needed.

The probability of death or dismemberment due to an accident is considerably less than that of death due to natural causes. That is why the cost for this kind of coverage is less. Employee only death and dismemberment coverage is $.045 per $1,000 coverage per month and dependent is $.062 per $1,000 coverage per month. In short, a few dollars will provide a lot of protection against a relatively unlikely occurrence.

How Much Insurance Is Needed?

The objective of life insurance is to provide financial security for those who would suffer from the loss of the family breadwinner or one of the breadwinners. The amount of life coverage an individual should purchase depends on his/her own situation and place in the life cycle. There is no set formula. A young single person with little or no financial responsibility does not need large amounts of life insurance coverage. However, a young person can typically obtain insurance because of good health and at a low age-based rate. If he/she purchases an adequate amount of coverage, the continued right to that level of coverage is guaranteed as long as premiums are paid, regardless of changes in health. Of course, the rate for term coverage will increase as the years go by and the cost of a conversion when the employee leaves the state employment would be based on age at the time of conversion.

Newly married individuals with young children typically have the greatest need for insurance and the least money to spend on it. Children are financially dependent; there is a home mortgage; and debt levels are usually the greatest during this period. Ideally, enough insurance should be purchased to permit the surviving spouse to meet mortgage payments and other obligations, meet the cost of the children's education and maintain a reasonable income (assuming accumulated assets and the spouse's income, if any, by itself, is not sufficient).

The single parent should ideally provide for the entire needs of dependent children and has the additional problem of establishing a trust to receive the insurance proceeds. A trust account can be stipulated in the beneficiary arrangement of the insurance contract as discussed in previous articles.

As a person grows older, children become less financially dependent and eventually leave home; assets, typically, have been accumulated; and the home mortgage and debt level are reduced. Life insurance needs are much less than early in the life cycle. Also, at this time insurance costs are much greater. For example, state rates per thousand increase 50% or less for each 10 years of age up to age 50. At age 50 they jump 122%.

There are many considerations when purchasing life insurance. Business owners and self-employed persons have completely different needs.

For help in determining insurance levels, contact a financial planner or local insurance agency. For more information on life insurance options through the state, call Mike Arnold at 444-3946.

OCTOBER 5-11, 1986
EMPLOY THE HANDICAPPED WEEK

On September 23, 1986, Governor Schwinden will issue a proclamation at the Governor's Committee on Employment of the Handicapped meeting, declaring October 5-11 as Employ the Handicapped Week in Montana.

"People At Work" is the theme for the "National Employ the Handicapped Week."

The observance of "National Employ the Handicapped Week" is one of many activities carried out cooperatively among employers, people with disabilities, volunteer members of the President's Committee, Governor's and community committees for employing the handicapped.

Specifically, the observance of Employ the Handicapped Week has three objectives:

- To express appreciation to employers who have established outstanding programs and records of hiring people with disabilities.
- To encourage those employers who have not hired a worker with a disability to look at the abilities, not disabilities.
- To salute the achievements of people with disabilities who are contributing to their communities and to society through their jobs.

For further information, call Linda Davis, 444-3796, or Tewolde Habtemicael, 444-3886.

SICK LEAVE FUND CONTRIBUTIONS TOP 1,333 HOURS

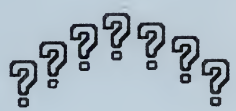
More than 104 employees have joined the Sick Leave Fund, contributing 1,333 hours, as of September 19, 1986.

These employees may become eligible to receive grants of up to 160 hours of sick leave from the fund in a 12-month period, if they suffer an extensive illness or accident.

Employees already are making direct grants of sick leave to other employees who have suffered an extensive illness or accident. Neither the employee making the direct grant nor the employee receiving the direct grant must be members of the fund in order to participate.

Employees interested in joining the Sick Leave Fund or making direct grants of sick leave should contact their agency personnel officers and payroll clerks.

For additional information about the Sick Leave Fund and direct grants, call your agency personnel officer, Gale Kuglin, 444-3984, or Linda Kaiser, 444-3794.



POLICY PURSUIT

QUESTION:

Darlene, a new employee, asks her supervisor why her probationary period is for one year and her friend who just started working with another agency only has a six-month probationary period. Her supervisor offers to check with the agency's personnel officer for an answer.

EEO/AA GUIDELINES FINALIZED

The EEO Section, State Personnel Division has revised the draft EEO/AA Guidelines. The final version of the Guidelines has been printed and is being distributed to all state agencies.

For further information, call Linda (Rickman) Davis or Tewolde Habtemicael at 444-3871.

Sign up for Savings Bonds—it's smarter than ever!

Take stock in America.

WRAP-UP OF THE 1986 U.S. SAVINGS BOND DRIVE

The 1986 U.S. Savings Bond drive netted 127 new savers and 41 increased savers. This represents an 18% increase in participation prior to the annual drive. By all measures, it was a successful drive!

A "hearty thanks" comes from Ellen Feaver, 1986 Savings Bond Drive Chairperson, to all of the employees who worked on the drive.

"Your hard work and diligence obviously paid off to the benefit of the U.S. Treasury and our employees! Thank you for the time and energy you gave to the drive."

Employees may continue to sign up for the Savings Bond program throughout the year by contacting their payroll office.

POLICY PURSUIT

ANSWER:

According to the state policy on Probation (3-0170), an agency shall establish a probationary period for employees newly hired or transferred into permanent or seasonal positions and set the length of the probationary period.

An appropriate probationary period is defined as a minimum of six calendar months to a maximum of one calendar year, unless otherwise provided or extended beyond the minimum.

The state policy also provides that an agency may extend the length of a probationary period for a maximum of six additional and consecutive calendar months.

In response to Darlene's question, each agency has the discretion to establish the probationary period anywhere between six calendar months to a maximum of one calendar year. In a few cases, the length of the probationary period is set by law. Therefore, the probationary period can vary from one agency to another.

For further information about the Probation Policy, call your agency personnel officer or Linda Kaiser, 444-3794.

PROFESSIONAL DEVELOPMENT CENTER

PRE-RETIREMENT SEMINAR OFFERED IN MISSOULA

A pre-retirement seminar will be offered October 29 and 30 in Missoula. The seminar is offered by the Professional Development Center, in coordination with St. Patrick Hospital. It will be held in the Red Lion Motel, 700 W. Broadway from 9:00 a.m. to 4:30 p.m., each day.

Instituted for state employees who are within five years of retirement, the two-day seminar covers such topics as Financial Planning; Estate Planning; Employee Benefits; Social Security and You; and health related subjects. These range from mental and physical aspects of retirement to exercise and diet. Cost of the seminar is $65.00 for state employees and $95.00 for others. Cost of the seminar is partially covered by the State Well, Well, Well Program. Spouses of participants are encouraged to attend free of charge. Anyone desiring to register or wanting further information should call 444-3985 or 444-3774.

See the schedule below for other classes offered in the coming weeks by the P.D.C. Call us for further information (444-3985) or contact your personnel representative.

ESSENTIALS OF MANAGEMENT/PRINCIPLES OF MANAGEMENT

Both Essentials of Management and Principles of Management begin again in October.

The six-part Essentials of Management course begins with "Leading" on October 7, followed by "Organizing," October 8; "Delegating," October 15; "Operating," October 23; "Evaluating," October 29; "Controlling," November 6, and end November 13 with the wrap-up "Synthesis." This course will meet the needs of incumbent first-line supervisors and is an excellent program for new supervisors. It will, however, challenge seasoned supervisors and mid-level managers who need a refresher or new exposure to proven personnel management techniques. The cost for the six-part series is $365.00 but $100.00 credit is granted to the agency for each participant who attends all sessions.

The six-part Principles of Management course will get underway October 30 with "Control," followed by "Programs," November 5; "Budgets," November 12; "Information," November 19; "Special Issues," November 25; and ends December 2 with the "Synthesis" exercise. Principles of Management meets the demands of mid-level management, providing coverage of those topics immediately applicable and crucial to present day managers. Cost of this program is $385.00 with a $100.00 credit to the agency, if the participant attends all six day-long sessions.

Participants in both Essentials of Management and Principles of Management are nominated by their agency. Anyone desiring to enroll should contact their personnel officer or agency administrator.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features a consultant-instructor who is providing seminars or workshops under the auspices of the P.D.C. These are Montanans teaching Montanans for the betterment of state and local government.

Ray Fenton, of Helena, has instructed many workshops and conducted many seminars for the Professional Development Center and other departments in state government. Among the most popular are: Report Writing; Righting Your Writing; and Meeting Minutes.

Ray has been involved in communications as teacher, writer, and editor. He has been instructor of journalism, University of Montana; guest lecturer, College of Great Falls; editor and reporter on weekly and daily newspapers; and editor of specialized trade and organization publications. He is listed in Who's Who in Public Relations (International), Public Relations Blue Book, and Who's Who in the West.

His firm, Fenton and Fenton, is one of the busiest in Montana and, although based here, Ray spends much of his time in the state of Washington conducting seminars similar to those he leads for the P.D.C.

On October 9, Ray will once again conduct a Report Writing class in the Yellowstone Room, Montana Training Center, DNRC Building, Helena. This class focuses on format, outline, organization of materials, and avoidance of pitfalls and bad writing habits while assuring readability. This day-long seminar begins at 8:30 a.m. and is $55.00.

PROFESSIONAL DEVELOPMENT CENTER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OCTOBER		1	2	3
6	7 EOM-Leading	8 EOM-Organizing	9 Delicate Balance Report Writing	10
13 COLUMBUS DAY	14	15 EOM-Delegating	16 New Employee Orientation	17
20	21 Preventing Wrongful Discharge	22 EEO, Recruitment & Selection Purchasing and Procurement	23 EOM-Operating	24
27	28 First Impressions	29 EOM-Evaluating	30 POM Control Preventing Sexual Harassment	31

Pre-Retirement Seminar - Missoula

Montana Personnel Perspectives is published monthly by the Department of Administration, State Personnel Division. It is intended to keep personnel officers and agency managers informed of developments in the area of personnel management. Materials may be reproduced by state agencies without permission. Comments should be directed to the State Personnel Division, Mitchell Building, Helena, Montana (444-3871).

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375 copies of this public document were published at an estimated cost of $.29 per copy, for a total of $108.75 which includes $78.75 for printing and $30.00 for distribution.

Darlene Staffeldt
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MONTANA PERSONNEL PERSPECTIVES

Number 8
Volume VI

October 1986

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DENTAL BENEFITS

Continuing the series of articles covering employee benefits, this article will discuss Dental Benefits.

Dental benefits are included in the "Core" benefit package for all eligible employees and are optional for dependents. Cost per employee is $13.60 each month. Coverage for a spouse is an additional $6.00, for a total of $19.60 per month. Family coverage to include the spouse and child(ren) is $31.60 per month. Coverage for child(ren) only is $26.60 per month.

When a dependent first becomes eligible he/she must enroll for dental benefits within 31 days. Otherwise, all dental work that is needed must be completed at the dependent's own expense before he or she is allowed to participate in the State plan.

Dental benefits are broken down into Type A, Type B, and Type C services covered.

Type A benefits include coverage for diagnostic and preventative procedures. Exams, x-rays, and teeth cleaning expenses are paid at 100% of usual, customary, and reasonable (UCR) charges once in any 180 day period. X-rays are limited to one full mouth x-ray or a series in any 36 month period. Fluoride treatments are also a covered expense for dependent children under 19 years of age in any 180 day period.

Type B benefits include extractions, space maintainers, fillings, treatment of periodontal and other diseases of the gum and tissues of the mouth, endodontic treatment (root canal therapy), and surgeries not considered medical procedures. These procedures are paid at 80% of UCR charges.

Type C benefits include prosthodontic procedures: crowns, inlays, bridges, dentures. Type C expenses are paid at 50%. There is a 36 month waiting period and for dentures and bridges a 60 month replacement period.

More information about covered dental expenses and exclusions is contained in Section V of the State of Montana Employee Benefit Plan Booklet.

There is no deductible required before dental benefits are paid. There have been questions in the past however, over whether oral surgeries are considered medical procedures or dental procedures. A $150 deductible would apply for oral surgery considered to be a medical procedure. If you question whether a particular surgical procedure is considered medical or dental, you should contact the Blue Cross/Blue Shield customer service office at 444-8200 or if out of Helena 1-800-423-0805, or call Joyce Brown 444-2553 or Mike Arnold at 444-3946.

INCENTIVE AWARDS ADVISORY COUNCIL MET

The Incentive Awards Advisory Council approved awards for eight employees who were nominated by various agencies. The council met September 29.

Time is running out for employees to submit ideas which could result in the $10,000 award. The maximum award amount will return to $1,500 on November 1. Ideas must be received by the State Personnel Division no later than October 31, in order to be considered for the significantly higher award. Please take advantage of this limited opportunity.

For further information, call Vi Pigman at 444-3809.

PERSONNEL NETWORK REVIEWS OVERTIME AND COMPENSATORY TIME RULES

As part of the implementation of the federal Fair Labor Standards Act for employees of Montana state government, the current Compensatory Time and Overtime policy is under review. (See Policy 3-0210, Montana Operations Manual, Volume III.)

The Personnel Policy Network discussed proposed amendments to the current rules at its September 17 meeting. Proposed changes under review are division of the current policy into two policies: one addressing overtime and compensatory time for employees covered by the FLSA and a second policy addressing compensatory time for employees exempt from the federal law.

Following the Network's discussion, the policies will be redrafted and distributed to agencies for a review and comment period.

Other topics on the agenda were briefings on changes to the state's health benefits plan, updates on publication of the Equal Employment Opportunity and Affirmative Action Guidelines, and the status of the proposed administrative rules on Disability and Maternity. (See related stories.)

For further information, call Gale Kuglin, 444-3984.

DISABILITY AND MATERNITY RULES ADOPTED

Administrative rules on leaves of absence due to a disability or maternity become effective October 31, 1986. Prior to the adoption of these rules, state agencies have administered disability and maternity cases by relying on current leave rules.

The new rules establish consistent minimum standards in the areas of:

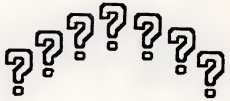
1) leave requests and approval
2) medical certification
3) maternity leave
4) reasonable accommodation
5) discharging a disabled employee.

In disability cases, the employee must provide a medical certification specifying that the condition requires a leave of absence when more than 6 calendar weeks of leave is requested. Medical certification may be required for shorter disability leave requests.

In maternity cases, 6 calendar weeks of leave after the birth of a child will be considered a reasonable period of recovery time from a temporary disability resulting from childbirth.

The final Disability and Maternity rules, adopted by the Department of Administration, will be distributed to all holders of the Montana Operations Manual, Vol. III, early in November.

For additional information about this new policy, call your agency personnel officer or Barb Charlton at 444-3983.



POLICY PURSUIT

QUESTION:

An employer refused to accept applications from people over age 41 for its security force, arguing that people above that age run a higher risk of heart attack and stroke under conditions demanding heavy exertion. The employer reasoned that most applicants over 41 might not be physically able to perform the duties of this strenuous job, which also required stamina and quick reflexes. Can an employer impose an age limit under these circumstances?

L EMPLOYMENT OPPORTUNITY (EEO) NUAL CONFERENCE HELD IN HELENA

The State Personnel Division held its Sixth Annual EEO/AA Conference September 24-25 in Helena.

This conference explored current issues in EEO/AA. It covered personnel topics related to the latest developments in law, regulating policy, and implementation. A recurring message during the conference was that EEO and AA laws are very much alive and are being enforced by the courts. It provided up-to-date information for EEO/AA specialists, personnel officers, attorneys, and general managers in both the public and private sector.

Eighty people attended the conference. Conference attendees represented various types of agencies and organizations which included state agencies, counties, hospitals, Indian reservations, women's organizations, school districts, labor unions, private corporations, and human resource organizations.

For further information concerning this conference, call Linda Davis at 444-3796 or Tewolde Habtemicael at 444-3886.

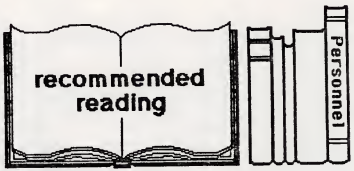
POLICY PURSUIT

ANSWER:

Age, unfortunately, takes its toll on us all. But the aging process is far from uniform - it affects each one of us in different ways and on different schedules. Some 60-year-olds are in better physical and mental shape than many people half their age. So when the employer refused to consider applicants over age 41 for its security force, a court said it couldn't do that.

As the court pointed out, the employer was wrong to assume that all people over 41 were not sufficiently physically fit for the job, just because some might not be. There are now relatively inexpensive, easily administered medical tests (stress tests, etc.) that can determine a person's physical condition and do a good job of screening out those who run a high risk of having a heart attack or a stroke. Employers that fail to use these examinations could risk age discrimination charges.

For further information about selection devices, call Linda Kaiser, 444-3794.



Beginning with this issue of Personnel Perspectives, there will periodically be a feature titled "Recommended Reading". This feature will provide bibliographical information concerning current personnel issues. For further information concerning any listed references, call Linda Kaiser at 444-3794.

The San Francisco AIDS Foundation reminds us that, "The best defense against AIDS is information." This is true both for individuals who may contract AIDS and for employers. For an overview of the legal, the human, and the corporate response to AIDS, see the August, 1986 issue of the Personnel Journal. A series of three articles (pp. 114-127) discuss these issues. The first article is titled "AIDS: The Legal Debate." The articles are available from the Montana State Library.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features a consultant-instructor who is providing seminars or workshops under the auspices of the Professional Development Center. These are Montanans teaching Montanans for the betterment of state and local government.

This month we feature Mary Ellen Campbell, an Associate Professor in the School of Business Administration, University of Montana. Ms. Campbell teaches business writing, advertising and public relations.

For the Professional Development Center she teaches several popular and practical courses including: Business English; Transforming Your Job into a Growth Experience; Face To Face: Confrontation or Communication; and People Working With People.

Ms. Campbell also serves as a management consultant for numerous business and government agencies in the Northwest. She previously worked in advertising and publicity at J. Walter Thompson, and in Public relations for Estee Lauder Inc. in New York City.

Her expertise in writing skills, motivating others, and solving communications problems has been the basis for many articles in major publications and for presentation to national organizations. She is currently on a leave of absence from the University of Montana during the fall quarter to serve as a communications consultant for California Federal Saving and Loan in Los Angeles. She will present more classes under the auspices of the P.D.C. during the first quarter of 1987.

Watch for her classes in future issues of Montana Perspectives and in training schedules published by the Professional Development Center.

PROFESSIONAL DEVELOPMENT CENTER

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17	Media Relations 18 Women's Health Issues Managing Time	POM-Information 19	Editing Skills 20 Women's Health Issues	21
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PROFESSIONAL DEVELOPMENT CENTER

CLASSES ANNOUNCED BY P.D.C.

Two special classes will be offered during the coming weeks aimed at people who are concerned about their health and diet.

Women's Health Issues will be sponsored in part by the Well, Well, Well Program, and is aimed at women of all ages. In order to allow women employees the opportunity to take this course without taking time off from work, the class will be two evenings at St. Peter's Community Hospital from 7 to 9 p.m., Tuesday, October 18, and Thursday, October 20. Dr. Mike Strekall and Dr. Bob Shepard, local physicians, are tentatively scheduled to conduct the first evening class concerning such topics as PMS, breast self examinations, osteoporosis, and others. The second evening class covers topics dealing with stress, nutrition and fitness, and exercise. Instructors for that evening will be Cindy Brown, R.D.; Nancy Coble, R.N.; and Mary Kay Bennett. Cost of the two evening workshop is $35.00 because of the Well, Well, Well Program participation.

Your Diet and Your Health, also co-sponsored under the Well, Well, Well Program, will be conducted at St. Peter's Community Hospital. Dates are December 2 and December 4, from 7 to 9 p.m. Instructed by Cindy Brown, registered dietician with St. Peter's Hospital, this course takes a very practical look at "fad diets," nutritional supplements, and a section called "The After-Work Gourmet." Intended for men and women concerned about knowing what to eat when they work or travel, hoping to remain, not just well fed, but well nourished. Cost of this workshop is $35.00.

Anyone desiring to enroll in either class is reminded that they may pay by personal check if they are unable to get agency support with payment. For further information, call the P.D.C. at 444-3985 or 444-3774.

FIRST IMPRESSIONS. This half-day course was developed by Mountain Bell to improve public relations and telephone relations. The instructor is Dimmer Kjelsrud of Mountain Bell in Great Falls. The class will be taught from 10 a.m. to 3 p.m., Tuesday, October 28, in the Yellowstone Room, DNRC Building. Cost is $65.00.

EDITING SKILLS This day-long workshop, conducted by John Moore of the staff of the Professional Development Center, is aimed at those wanting to develop or improve their skills in composing, editing, and correcting draft copy material. It will begin at 8:30 a.m., Thursday, November 20, in the Yellowstone Room, DNRC Building. Cost is $55.00.

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MONTANA PERSONNEL PERSPECTIVES

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PREVENTION IS THE THRUST OF NEW HEALTH BENEFITS

Continuing the series of articles on State employee benefits, this article will discuss the new health benefits for this plan year and the rationale behind them.

This plan year employees are being offered several new preventive health care benefits. Some of these such as immunization benefits simply help prevent communicable diseases. Others help employees identify and reduce life-style related risks to their health before they create costly and destructive medical conditions. Still others provide early detection of medical conditions that already exist.

The emphasis on prevention in the new benefits is consistent with the increasing emphasis on prevention nationwide. Each year brings new evidence that good health is not just a matter of luck or fate. It is to a large degree a product of how individuals choose to live. Eight out of 10 leading causes of death (most notably heart disease, cancer, and automobile accidents) can be traced to lifestyle choices such as diet, smoking, exercise, and seat belt habits. Insurers, medical providers and large employers across the country are reading this accumulating body of evidence and restructuring health care and health care benefits to include active prevention.

The new preventive benefits offered by the state are a low cost addition to our plan (projected to be less than 3% of our claims), and are expected to produce some long term future savings in the form of reduced claims due to improved health. The extent of savings will depend on numerous factors such as how actively employees pursue health risk reduction measures.

The new benefits cover some prevention for all age groups. For children the new benefits include:

- Coverage of pediatric fees for routine examination and care of a newborn at 100% of usual and customary charges with no deductible.

- Seventy-five dollars per year toward preventive health care and inoculations for children up to two (2) years of age.

For active employees and retirees new benefits include:

- The Pro-Health Project - A confidential medical screening and follow-up program for all state employees and retirees to identify and reduce health risks.

Medical screening will be provided by health professionals at the work site. They will include a blood analysis; blood pressure check; health risk appraisal; and hemocult (colon cancer screen) for individuals over age 40.

Costs of the medical screening and follow-up counselling and referral service will be paid at 100% with no deductible. There will be no out-of-pocket costs to employees. Spouses covered by the State Group Benefit Plan may participate at cost which is expected to be under $20.00. Costs of the follow-up risk reduction programs are shared by enrollees and the State Stay Well Program.

The health screen and follow-up counselling and referral will be provided in 27 different locations throughout the State starting in the next two months.

It will be provided to half the State employees and retirees this benefit year and to the other half next benefit year. Employees will be contacted by their agency representative to schedule the screening for those who wish to participate.

- Coverage of routine mammographies (breast cancer screen) according to normal deductible and co-insurance requirements with the following limitations:
  a) a limit of two for individuals between age 40 and 50.
  b) a limit of one per year for individuals age 50 and over.

- Coverage of routine proctoscopic exams according to normal deductible and co-insurance requirements with the following limitations:
  a) a limit of two for individuals between age 40 and 50.
  b) a limit of one every 3 years for individuals age 50 and over.

Other benefit changes for this new year include the following:

- Coverage of the following organ transplants at 100% of usual and customary charges - heart, heart and lung, lung, pancreas, liver and bone marrow. This benefit has been reinsured through Equitable Life and will not be paid out of our own reserve fund.

- Mileage at the normal State reimbursement rate for one-way travel out of state by personal automobile to the nearest medical facility equipped to provide necessary treatment. Preauthorization from Blue Cross/Blue Shield is required. (Preauthorization forms are available from the State Personnel Division.)

- Increase in the age of dependents requiring out-of-state care from 12 to 18 under which travel expenses of an accompanying parent or legal guardian will be covered.

- Coverage of medical services provided by a certified, licensed midwife according to normal deductible and co-insurance requirements.

One significant feature of the new benefits is that the on-site health screening is a contracted service. The State is entering into an agreement with St. Vincent's Hospital, the low bidder, to provide the screening. This is the first time the State as an employer has taken advantage of the size of its employee group to purchase health services at a more favorable rate than available to individuals.

For more information on the Pro-Health Project and other benefits please call the Employee Benefits Bureau at 444-3871.

McCURDY RECEIVES PROFESSIONAL EMPLOYEE BENEFITS DESIGNATION

Arthur H. McCurdy, Labor Relations Specialist for the State of Montana, Department of Administration, Labor Relations & Employee Benefits Bureau, Helena, has been designated a Certified Employee Benefit Specialist (CEBS) by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania.

McCurdy, a graduate of the University of Washington and Western Washington University, qualified for the designation by passing a series of ten college level national examinations on employee benefits subjects and by meeting and attesting to high standards of business and professional conduct. Registrants in the CEBS program number more than 24,000 with a total of more than 1,500 graduates.

The CEBS courses, upon successful completion, have been recommended for undergraduate and graduate credit by the American Council on Education. A CEBS program for Canadians is co-sponsored by the International Foundation and Dalhousie University, Halifax, Nova Scotia.

The 1986 national CEBS recognition ceremony will take place in Las Vegas November 15, at the 32nd Annual Educational Conference of the International Foundation of Employee Benefit Plans, Brookfield, Wisconsin.

DEFERRED COMPENSATION PLAN

Financial Hardship Withdrawals

In the June Personnel Perspectives withdrawal of funds from the Deferred Compensation Plan was discussed. An early withdrawal of funds may be made if a participant qualifies for a financial hardship under IRS criteria. The State Personnel Division makes the determination.

To assist in making the determination, a form has been designed to obtain more detailed information on the hardship and financial capabilities of the participant. Some type of documentation of the hardship (like a doctor's bill) is required before a decision can be made.

Participants who experience a financial hardship should request an application from the State Personnel Division. If the request is approved, the employee's account will be assessed a 4% surrender charge and taxed at the appropriate levels.

The Deferred Compensation Plan is a long-term investment toward retirement. The Plan is not to be used as a passbook savings account or the IRS tax deferred status of the plan is threatened. Expenses that would normally be budgeted for through a savings account are not approved for a financial hardship withdrawal.

New Tax Law and Deferred Compensation

The President signed the new tax law in September. Deferred Compensation Plans were included. A few changes in distribution requirements were made; but, for the most part, the current law remained intact.

For more information on the Deferred Compensation Plan, call Debi Flentie at 444-3871.

SICK LEAVE FUND TOPS 2140 HOURS; ADVISORY COUNCIL MEETS DECEMBER 9

As of November 17, more than 2140 hours have been contributed to the Sick Leave Fund by 183 employees. These employees are completing the 90-day qualifying period required in order to become eligible to receive a grant of up to 160 hours of sick leave from the fund, should the employee suffer an extensive illness or accident.

Nine employees have received direct grants of sick leave from their co-workers and several more direct grants are in progress.

To join the fund, a full-time employee must contribute 8 hours of sick leave. Employees interested in joining the fund should contact their agency personnel officer.

The Sick Leave Fund Advisory Council will meet at 8:30 a.m., Tuesday, December 9 in Room 136, Mitchell Building. Following adoption of the administrative rules for the fund last summer, the Council requested a December meeting to review the fund's operation.

One item on the agenda will be the Administrative Code Committee's October 24 vote to support objections made to the committee involving the administrative rules for the fund.

The objections involve three areas: allowing agencies for budgetary, staffing or other reasons to establish a lower maximum benefit as a policy of the agency; prohibiting the use of grants from the fund and direct grants to care for immediate family members, and requiring employees to exhaust all paid leave, including vacation leave, to become eligible for a grant from the fund or a direct grant.

For further information about the fund, or the advisory council meeting, call Gale Kuglin, 444-3984, or Linda Kaiser, 444-3794.

STATE EMPLOYEES GROUP BENEFITS ADVISORY COUNCIL MEETS

The State Employee Group Benefits Advisory Council held its first meeting of the new benefit year to begin the planning process for the next benefit year (1987-1988).

In anticipation of new Montana based Health Maintenance Organizations (HMO's), the Council heard presentations on the characteristics and criteria for selecting HMO's and preferred provider organizations (PPO's).

Sam Jenkins, Senior Vice President and Regional Manager of the North Western Region of Martin Segal and Company, from Denver Colorado, discussed the differences between:

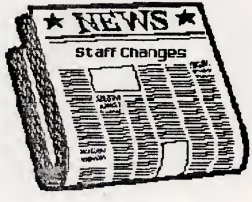
- an HMO (structured and guaranteed health care for enrollees by a group of participating providers for a fixed prepaid fee);
- a traditional indemnity plan such as the current State Plan (reimbursement for covered medical care actually provided);
- and a preferred provider arrangement (reimbursement for covered medical care actually provided but at negotiated discount fees when provided by preferred providers who have agreed to these fees in exchange for financial incentives that help direct group plan members to them).

Linn Baker, Administrator of the Public Employees Group Insurance Department for the State of Utah, discussed the State of Utah's experiences in providing all three delivery systems to its employees. He stressed the need for large employers to shop for the best deal for their employees and to structure the selection process to create meaningful competition.

Randy Cline, Chuck Butler, and other Blue Cross and Blue Shield personnel discussed the HMO's currently being created by HMO Montana. Activities are under way to create HMO's in Missoula, Helena, Great Falls, and Billings.

Other Council business included review of staff progress with the employee communication presentations (27 presentations in Helena to date); review of the Pro-Health project; and plans to go out to bid for claims administration. Claims administration must be rebid since the three year contract with Blue Cross and Blue Shield ends at the end of this benefit year (August 31). The Council members also discussed information and data required for the planning process and heard comments and recommendations from several group members in attendance.

For further information contact Joyce Brown at 444-3871.



STAFF CHANGES

Debi Flentie is the new Administrative Officer in the Employee Benefits Section of the State Personnel Division.

Ms. Flentie was previously employed as a Management Analyst with the State Purchasing Division.

Ms. Flentie's telephone number is 444-3887.

INCENTIVE AWARD PROGRAM

Cash Awards

The largest Incentive Award made to date has been presented to a Department of Highways employee. On November 3, Governor Schwinden presented cash incentive awards to three state employees. Their ideas are expected to reduce the cost of governmental operations.

Art Tintinger received an $808 award for suggesting that reflectors on concrete guard rails on the highway systems be replaced with a more efficient and visible reflector. Once implemented, this suggestion is anticipated to save $8,080. Mr. Tintinger works for the Department of Highways as a division maintenance superintendent in Helena. This is the largest award to date.

Jeri Drake received a $200 award for suggesting that a monthly report form have a preprinted month and date. Implementation of this idea is estimated to save $1,200 in staff time for eligibility and clerical workers. Ms. Drake works for SRS as an Eligibility Technician in Hamilton.

Sylvia Stevens received an $87 award for suggesting that the use of certified mail be discontinued when mailing warrants to private schools. This idea will reduce mailing costs by $870 a year. Ms. Stevens works for OPI as an Accounting Technician in Helena.

Did You Submit Your Idea by the Deadline?

October 31 was the deadline for submitting ideas to qualify for an Incentive Award of up to $10,000. Legislation was passed during the June Special Session (HB 37) to raise the ceiling on qualifying suggestions from $1,500 to $10,000.

The State Personnel Division received 46 suggestions during the qualifying time period (July 10 to October 31). Suggestions increased by over 200% compared to last year during the same time period. These suggestions are currently going through the review process.

The ceiling for awards is back to $1,500...still a sizeable chunk to receive.

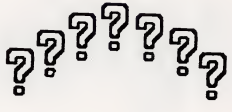
Next issue: How can my idea qualify?

Incentive Awards Advisory Council

The Incentive Awards Advisory Council met on October 30. The Council reviewed 31 suggestions and 3 were approved for awards.

Renee Erdman from the State Auditor's Office was appointed to the Council. Ms. Erdman replaced Mike Abley from the Supreme Court.

For more information on the Incentive Awards Program, contact Debi Flentie at 444-3871.



POLICY PURSUIT

QUESTION:

Steve, a permanent state employee, requests sick leave to attend his uncle's funeral. Is he able to use sick leave for this purpose?

GCEH CHANGES NAME TO GCED

The Governor's Committee on Employment of the Handicapped has changed its name to the Governor's Committee on Employment of the Disabled.

As part of Montana's year-round effort to employ the disabled, the Committee, at its September 23 meeting, voted to give recognition to employers, educators, and organizations throughout the state who have established an outstanding record of providing or improving employment opportunities for persons with disabilities.

There are two objectives involved in the awards program. The first is to encourage those employers who have not hired a worker with a disability to look at the abilities, not the disabilities. The second is to salute the achievements of people with disabilities who are contributing to their communities and to society through their jobs.

The Committee has held awards ceremonies in Helena for the following people and organizations:

DALE AND BETTY JOHNSON, Village Inn Pancake House

SANDY HEFFELFINGER, Jefferson School

DEPARTMENT OF REVENUE, State of Montana

Awards ceremonies have also been held in Butte for the following:

KURT KRUEGER, Attorney at Law

PAUL GREGORY, Personnel Manager, Deer Lodge National Forest

JOE MURPHY, Department of Social and Rehabilitation Services

DOUGLAS SMITH, Manager, Copper King Motel

Awards ceremonies are being planned for the future in Great Falls, Kalispell, Bozeman, and Billings.

If you know of anyone who should be receiving one of these awards, contact Linda Davis at 444-3796, with the nominee's name and organization.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features a consultant-instructor who is providing seminars or workshops under the auspices of the P.D.C. These are Montanans teaching Montanans for the betterment of state and local government.

This month the spotlight falls on James Burgess, head of the Professional Development Center. Jim completed his graduate work at Michigan State University and Western Montana College in Dillon, and has been with the State of Montana for more than 12 years.

He first began work with the state as a Behavior Analyst at the Montana Development Center, and later became the Training Manager there. In June, 1980, he was employed as the Staff Development Director, State Corrections, Department of Institutions, and in July, 1983, was appointed to head up the newly formed Professional Development Center under the State Personnel Division, Department of Administration.

Under Jim's direction, the Professional Development Center has produced and presented more than fifty courses aimed primarily at managers and supervisors in state government. In addition to those course offerings are the seven-part Essentials of Management series and the six-part Principles of Management series. The Essentials of Management series is designed to strengthen the human management skills of supervisors, while the Principles of Management curriculum addresses a series of public administration topics.

Jim has written and presented a number of courses or workshops including several courses concerning performance appraisal and setting performance standards as well as the popular "Approaching Supervision" course offered quarterly.

P.D.C. COURSE OFFERINGS FEATURED THIS MONTH

Your Diet and Your Health. Cindy Brown, a well-known dietician from St. Peter's Community Hospital, will be the seminar leader for this timely and informative four-hour, two-part offering. Ms. Brown takes a very practical approach to dict for better health and does not simply present a "guilt-trip" for those of us who want to nibble on the Christmas goodies. The class will be conducted at St. Peter's Hospital from 7-9 p.m. on December 2 and 4. The state's Well, Well, Well program is sharing part of the expense for all state employees wishing to attend so the cost for employees is only $35.00.

Supervisory Clinic. Each calendar quarter, Gretchen Bailey, management consultant from Billings, presents a facilitated session aimed at supervisors and managers who are experiencing particular personnel or leadership problems and want to know how to handle them. These problems generally fall into one of three primary areas: attitude; performance; or personal problems. This clinic will provide supervisors with counseling techniques and practical tools for approaching such problems. This two-day Supervisory Clinic will be held in the Montana Training Center, DNRC Building, on December 9 and 10, from 9:30 a.m. to 4:30 p.m. each day. Cost of the session is $95.00.

You, Inc.: Charting Your Career. We all have to recognize that we must plan our careers as we plan anything else. We must do the planning. No one will do it for us. This course goes on the assumption that we must view ourselves as a "product" that must be "enhanced," "packaged," "marketed," and "sold" if we expect to advance in the job market today. John Camper, of the Professional Development Center, will be the seminar leader and will present some practical methods that can help You, Inc. Cost of the seminar is $50.00, and will be held in the Montana Training Center, December 10, from 8:30 a.m. to 4:30 p.m.

For more information regarding these and other classes offered by the Professional Development Center, call 444-3985.

POLICY PURSUIT

ANSWER:

According to the state policy on Sick Leave (3-0310) an employee may use sick leave credits for:

a) illness;
b) injury;
c) medical disability;
d) maternity-related disability, including prenatal care, birth, miscarriage, abortion, or other medical care for either employee or child;
e) quarantine resulting from exposure to contagious disease;
f) medical, dental, or eye examination or treatment;
g) necessary care of or attendance to an immediate family member, or at the agency's discretion, another relative, for the above reasons until other attendance can reasonably be obtained; or
h) death or funeral attendance for an immediate family member or, at the agency's discretion, for another person.

- the state policy defines immediate family as the employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

Since Steve's uncle was not an immediate family member, the agency has the discretion to approve or disapprove the request for sick leave.

However, if the agency does not approve sick leave, Steve may apply for another form of paid or unpaid leave.

For further information about sick leave, call your agency personnel officer or Linda Kaiser, 444-3794.

DECEMBER ON THE HIGHLINE

Two courses, Managing Conflict and Managing Time, will be offered in towns along the highline during the month of December.

Managing Conflict, instructed by John Moore of the Professional Development Center, is aimed at everyone at all levels within an organization. Conflicts are inevitable in human relationships, and we all need the skills involved in identifying and resolving them. This half-day course emphasizes communication skills and defusing methods, and is an abbreviated version of the day-long course normally offered.

Managing Time, instructed by John Camper of the Professional Development Center, can help anyone to make better use of time through time-tested methods of organization, management, and planning. It is designed to help all employees with timely and functional tips on handling their jobs and their lives.

These courses are open to everyone, not just state employees, and will be conducted as shown below if there is enough interest in each area.

Shelby - December 16
Glasgow - December 17
Havre - December 18

Watch for the flyer announcing the times and location for each of these valuable seminars.

For more information regarding these and other classes offered by the Professional Development Center, call 444-3985.

PROFESSIONAL DEVELOPMENT CENTER

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15	Managing Your Time 16 Managing Conflict -Shelby-	Managing Your Time 17 Managing Conflict -Glasgow-	-Havre- 18 Managing Your Time Managing Conflict	19
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MONTANA PERSONNEL PERSPECTIVES

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SICK LEAVE FUND COUNCIL BRIEFED ON FUND ACTIVITY

Thirteen state employees have received almost 1,200 hours in direct grants of sick leave from their co-workers since the Sick Leave Fund became operational in August of this year. The Sick Leave Fund Advisory Council was briefed on direct grants and other activity related to the fund at a December 9 meeting.

Contributions to the Sick Leave Fund now approach 2,400 hours from almost 200 employees. There have been no requests for grants from the fund.

The Council reviewed a letter from the Administrative Code Committee which expressed concern about three administrative rules for the Sick Leave Fund: the rule prohibiting use of granted leave to care for family members; the rule which allows agency heads discretion to accept or refuse granted sick leave, and the rule which requires an employee to exhaust all paid leave, including annual leave, before becoming eligible for benefits from the fund or direct grants. The Advisory Council will send a letter with its recommendations regarding the Code Committee's concerns to Department of Administration Director Ellen Feaver.

In other activity, Gov. Ted Schwinden has appointed Terry Lazure of the State Auditor's Office to the Council. He fills one of the two seats on the Council allocated to offices of elected officials. He replaces Richard Gilbert.

The Council will send a letter to the Board of Regents of Higher Education, encouraging the Board to adopt a policy implementing the Sick Leave Fund for employees of the University System.

The Council concurred in the interpretations of the rules made by the Department of Administration and distributed to state agencies in October.

The Council also heard reports on efforts to promote the fund and on the voucher system and other administrative aspects of the fund.

For further information, call Gale Kuglin, 444-3984.

INCENTIVE AWARDS GIVEN

Governor Ted Schwinden on December 8 presented cash awards to the following state employees for ideas that are expected to benefit state government.

Rita Cross received a $128 award from the Department of Social and Rehabilitation Services. Her suggestion will save approximately $1,289 per year through combined mailings of computer tapes sent out of state. Ms. Cross is employed as a Computer Operator Technician for the Department of Social and Rehabilitation Services in Helena.

Richard Miller received a $150 award from the Department of Revenue. His suggestion will save approximately $1,558 per year by utilizing shelves for presorting files. Mr. Miller is employed as an Administrative Clerk for the Department of Revenue in Helena.

Rhonda Halstead received a $500 award from the Department of Labor and Industry. Her suggestion will save approximately $12,285. Rhonda identified a function in a computer software program which will improve turnaround time in changing Workers' Compensation coverage for employers. Ms. Halstead is employed as a Policy Service Clerk for the Department of Labor and Industry.

For more information contact Debi Flentie, State Personnel Division, Department of Administration, 444-3871.

HOW CAN YOUR IDEA QUALIFY?

The Incentive Awards Program, which was adopted by the 1981 Legislature, establishes a formal system for rewarding state employees for ideas that are expected to save state government money. Guidelines on the Program are established through Administrative Rule.

Many times not understanding the program can deter an employee from submitting a suggestion. We have provided the following answers to questions commonly asked by employees:

Q. What type of ideas is the state really looking for?

A. Practical ideas to make an operation easier, faster, safer or more efficient; ways to avoid delays; eliminate duplication of work; save time, money or materials; improve communications or improve service to patrons.

Q. What type of suggestions have the best chance for adoption?

A. Ordinarily they are suggestions which will improve work situations or problems with which you are familiar. You can suggest improvements for any section in your department or any other department. Frequently, however, a person's limited knowledge of other agencies and the reasons for their methods may be a drawback. You are urged to concentrate on suggesting improvements in work situations you know and understand. Most approved suggestions will be of this type. Remember that you are responsible for researching the idea and identifying the cost savings; agencies do not have the resources to research all the ideas submitted. If you are in doubt whether an idea would be considered a part of your regular work, submit it and find out! You have nothing to lose and plenty to gain.

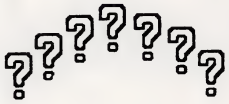
Q. What if my idea has already been put into effect?

A. You may still qualify if your idea was an original suggestion and is submitted to the Department of Administration, Personnel Division, within 30 days of the implementation of your suggestion.

Q. Are there any limitations on the kind of idea that can be submitted?

A. Yes. There are a few exceptions. The following will not qualify for an award: ideas pertaining to duties normally expected as a regular part of your work; personal suggestions concerning your classification, salary, or other personnel grievances; proposals resulting from assigned or contracted audits, studies, surveys, reviews or research; and matters recommended for study or review as a part of an agency's management plan. A suggestion requiring legislative action is within the scope of the suggestion program. Consideration will be given for an award after the law is passed and the Department of Administration, Personnel Division, is notified.

Contact Debi Flentie for more information on Incentive Awards at 444-3887.



POLICY PURSUIT

Question:

Linda, a permanent state employee, is the plaintiff in a lawsuit in district court. She requests paid witness leave to testify. Is she eligible to receive paid witness leave for this purpose?

G.C.E.D. ENDORSES PROPOSED HANDICAPPED PARKING BILL

The Governor's Committee for Employment of the Disabled endorsed proposed legislation calling for statewide enforcement of handicapped parking spaces. At the December 2 meeting, the proposed bill was presented by Ray Callahan of the Handicapped Parking Task Force. It contains the following proposals:

1. To make mandatory a fine of $50 for each violation.
2. To allow any law enforcement agency within the State of Montana to enforce the Handicapped Parking Law.
3. To require all handicapped parking spaces be designated with above ground signs identifying the space as "Handicapped Parking."
4. To allow persons from other states or provinces to use handicapped parking spaces in Montana as long as the vehicle is properly identified as "Handicapped" by either another state's license plate or handicapped sticker.

It was announced that Governor Ted Schwinden will sign an agreement allowing the city of Helena to enforce its new handicapped parking law on the Capitol Complex. The ordinance imposes a $50 fine on vehicles parked in handicapped parking spaces without handicapped identification .

Blair Ricks, committee chairman, highlighted his recent meeting with the governor in which the G.C.E.D. received executive support for the following goals:

1. Strengthening the coordination of various state groups working for the employment of the disabled.
2. Conducting statewide awareness seminars (Windmills training) on employment of the disabled.
3. Identifying and obtaining recognition in the media of successful disabled workers.
4. Rewriting the Executive Order establishing the G.C.E.D. to better define the overall purpose of the committee using the President's Committee on Employment of the Disabled as a model.
5. Increasing lobbying efforts in the Legislature on issues affecting the disabled.
6. Increasing media coverage on issues and events about the disabled.
7. Using the G.C.E.D. for a "clearinghouse" of material on employment of the disabled.

Other agenda items included awards ceremonies, media relations and the upcoming legislative session. The next G.C.E.D. meeting will be held March 4, 1987 at 10:00 a.m. in the Glacier Room of the DNRC building. A special afternoon session will include a training program for those wishing to conduct Disabled Awareness seminars (Windmills). This training is open to all Personnel and EEO Officers wishing to attend. For more information call Linda Davis at 444-3796, or Ron Wilson at 444-3886.

POLICY PURSUIT

Answer:

The State jury duty and witness leave policy (3-0322) defines witness leave as a leave of absence with pay for an employee who has been subpoenaed to service as a witness in a court, judicial proceedings, or administrative proceeding.

The plaintiff in this situation is not considered to be a witness and therefore is not eligible to receive paid witness leave. The plaintiff may request annual leave, leave without pay, or other paid leave.

For further information about jury duty and witness leave, call your agency personnel officer or Linda Kaiser, 444-3794.

MONTANANS TEACHING MONTANANS

Each month in Montana Perspectives the Professional Development Center features an instructor who is providing seminars or workshops under the auspices of the PDC. These are Montanans teaching Montanans for the betterment of state and local government.

John Moore, a member of the staff of the Professional Development Center, has been with state government more than ten years and came to the PDC from assignment as Director of Staff Development at the Montana Developmental Center in Boulder.

Born and raised in Harlowtown, Montana, John teaches several workshops and seminars for the PDC, including: A Delicate Balance; the Right to Know vs the Right of Privacy; Managing Conflict; Editing Skills; Documenting Disciplinary Actions; and Preventing Wrongful Discharge. He also has written and developed several "special purpose" workshops or classes for state and local government agencies.

Moore graduated with honors from the University of Notre Dame and attended the University of Innsbruck, Austria under a journalism scholarship offered through Notre Dame.

Besides being a popular instructor, John is a talented artist whose political cartoons often appear in the Great Falls Tribune; and an equally talented pianist who can be seen at many local establishments after his state job ends for the day.

He is married, with four children, and resides in Boulder.

John Moore, a Montanan teaching Montanans for the betterment of state and local government.

STAFF CHANGES

Richard Gilbert is the new Classification Analyst for the classification Bureau, State Personnel Division.

Lana Loughrie was recently promoted to supervisor of the Standards and Method Section of the Classification Bureau.

Ron Wilson and Tewolde Habtemicael exchanged positions in the Personnel Division. Mr. Wilson is now an Equal Employment Opportunity Specialist and Mr. Habtemicael is now a Classification Analyst.

Mr. Gilbert's number is 444-3808; Ms. Loughrie's number is 444-3854; Mr. Wilson's number is 444-3886; and Mr. Habtemicael's number is 444-3884.

PDC COURSES ANNOUNCED

During the coming weeks there are several course offerings of interest through the Professional Development Center.

ESSENTIALS OF MANAGEMENT
AND
PRINCIPLES OF MANAGEMENT

ESSENTIALS OF MANAGEMENT begins on January 6, while PRINCIPLES OF MANAGEMENT is scheduled to get underway January 20.

Cost of this "investment in the future" is $365 for ESSENTIALS OF MANAGEMENT, and $385 for PRINCIPLES OF MANAGEMENT. Those who attend all sessions consecutively receive a $100 reduction in that cost.

For further details and a special enrollment form, call the Professional Development Center at 444-3985, 444-3774, or 444-3749.

PRE-RETIREMENT SEMINAR

Another Pre-retirement Seminar will be held in Helena January 27-28 in the Coach House Inn East. Topics covered include financial planning, i.e. PERS,

ocial Security, etc.; Mental and Physical adjustment to retirement; and many other topics of concern. Cost of this two-day seminar is $35.00 for state nd county employees covered by PERS, and $95.00 for all others. Spouses of those enrolled in the seminar are urged to attend at no charge.

YOUR DIET AND YOUR HEALTH

Once again, St. Peter's Community Hospital will present this popular and timely seminar. Taught by Cindy Brown, RD, this class will be held in the Glacier Room beginning at 8:30 a.m. January 29. The state Well, Well, Well program co-sponsors the seminar, so the cost is a very reasonable $35.00.

WRITING POSITION DESCRIPTIONS

John McEwen, Chief of the Classification Bureau, State Personnel Division, will conduct this 4-hour workshop aimed at supervisors and managers who write position descriptions. Cost of this seminar, scheduled for January 13 is $35.00.

Anyone desiring more information concerning these and other course offerings under the auspices of the Professional Development Center is urged to call the PDC.

ANNUAL SCHEDULE PUBLISHED BY PDC

The Professional Development Center has recently published an annual schedule of classes for the calendar year 1987. Distribution will be primarily to personnel representatives although copies will be sent to others on the normal PDC distribution list.

PROFESSIONAL DEVELOPMENT CENTER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JANUARY			1 NEW YEAR'S DAY	2
5	6 EOM-Leading	7 EOM-Organizing	8 New Employee Orientation	9
12	13 Writing Position Descriptions	14 EOM-Delegating	15 Working with SBAS Effective Presentations	16
19	20 POM-Control	21 Managing Time	22 EOM-Operating You, Inc: Career Outlooks	23
26	27 Preventing Sexual Harassment Your Diet, Your Health Pt 1	28 EOM-Evaluating Pre-retirement seminar	29 POM-Programs Your Diet, Your Health Pt 2	30